Texas Department of Agriculture
Food and Nutrition Division

DIRECT CERTIFICATION AND DIRECT VERIFICATION SYSTEM USER MANUAL

SY 2016

1. Introduction

1.1 Welcome

Welcome to the Texas Department of Agriculture Food and Nutrition Division Direct Certification and Verification (DCDV) user manual.

1.2 Direct Certification and Verification User Manual

This user manual is intended for use by authorized CE that operates the School Nutrition Program (SNP). It is designed to provide clear and complete instructions for conduction the Direct Certification and the Direct Verification processes.

The user manual is set up with wide left margins to allow space for writing notes. If you find errors, or have a tip that makes the process easier, please send the information in an email to DirectCertification@TexasAgriculture.Gov

2. QUICK OVERVIEW

What is Direct Certification?	Process that provides certification for free meal benefits for eligible children without an application.
Who is eligible?	Children who reside in a household receiving Supplemental Nutritional Assistance Program (SNAP) and/or Temporary Assistance for Needy Families (TANF) benefits.
Who has to do Direct Certification?	Any local education agency (LEA) - public, private or charter – that participates in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). An RCCI that has day students who submit meal applications is also required to do Direct Certification.
How often must an LEA directly certify matches?	LEAs participating in NSLP/SBP in Texas must complete the Direct Certification process monthly. This includes any LEA participating in special provision programs such as Provision 2 and Community Eligibility Provision (CEP).
How do you do Direct Certification?	The Direct Certification process has several steps – confirming the current enrollment of students on the State Match list and searching for more eligible students through the CE Upload process or CE Search process. Then the CE must enter the information into the point-of-sale (POS) system. The state only matches students. It is the CE that certifies them.
Why is there so much focus on Direct Certification?	It's required by law. The state must meet a benchmark that 95% of eligible student are certified by LEAs participating in NSLP/SBP. All LEAs must report the number of students enrolled on the last day of October that have been directly certified. This is reported on The Verification located in TX-UNPS.

3. Direct Certification Regulation, Process, and Policy

3.1 Regulations

3.1.1 Direct Certification Regulation

Direct Certification is the process that allows school-age children residing in households that receive Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) benefits to participate in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) without submitting an application and at no charge. The Child Nutrition and WIC Reauthorization Act of 2004 mandated that all Local Education Agencies (LEA), including private schools, would have direct certification systems in place by School Year 2008.

3.1.2 Personal Identifiable Information:

The matching process for Direct Certification uses the child's Social Security Number (SSN) as the primary matching field. The SSN is Personal Identifiable Information (PII). The Family Educational Rights and Privacy Act (FERPA) allows the use of PII for purposes such as Direct Certification.

Prior to beginning the process, discuss with the district or school's technology staff and administration what the policies and procedures will be for handling documentation results. Printed copies must be stored in locked cabinets or drawers. Electronic files must be stored on secured drives.

While you are required to keep the DC documentation, you are not required to keep the PII. The SSN can be deleted from lists before printing or saving electronic files.

Confirm with the support for the POS system if SSN is required for loading student eligibility data.

3.1.3 Records Retention:

Record retention guidelines requires that public and charter schools maintain direct certification and verification documentation for five (5) years after the last claim is filed for the pertaining fiscal year. Private schools and RCCIs are required to retain documentation for three (3) years.

As part of the security and records retention plan, designate in advance what electronic files will be named and where they will be stored. TDA recommends that files be stored in folders labeled with the school year. Individual files should contain the report date in the file name. See suggesting folder structure and file naming in the Appendix. (Page 55)

3.2 Policy

3.2.1 USDA Direct Certification Policy

The *Administrator's Reference Manual, Section 4: Determining Eligibility* contains policy information regarding direct certification.

3.2.2 Texas Direct Certification Policy

The Texas Department of Agriculture requires that all LEAs, public, private, and charter, that participate in NSLP/SBP conduct the direct certification process monthly. Residential Child Care Institutions (RCCI) that have day students and accept meal applications from the day students are also required to conduct direct certification process monthly. Any LEA participating in special provision programs such as Provision 2 and the Community Eligibility Provision (CEP) is also required to conduct the direct certification process monthly.

3.3 Direct Certification Process

3.3.1 Data Process

Each month, the Health and Human Service Commission (HHSC) sends to the Texas Education Agency (TEA information on all persons under the age of 22 living in a household receiving SNAP or TANF benefits. All children between the ages of 5 and 18 that receive SNAP benefits are flagged. TEA then matches the information to school enrollment data. TEA then sends the matched and unmatched data to the Texas Department of Agriculture (TDA). TDA loads the matched and unmatched data into a secure database.

HHSC • SNAP/TANF recipients

TEA • Match recipients to LEA

TDA • Provide access to matches

LEA • Directly certify matches
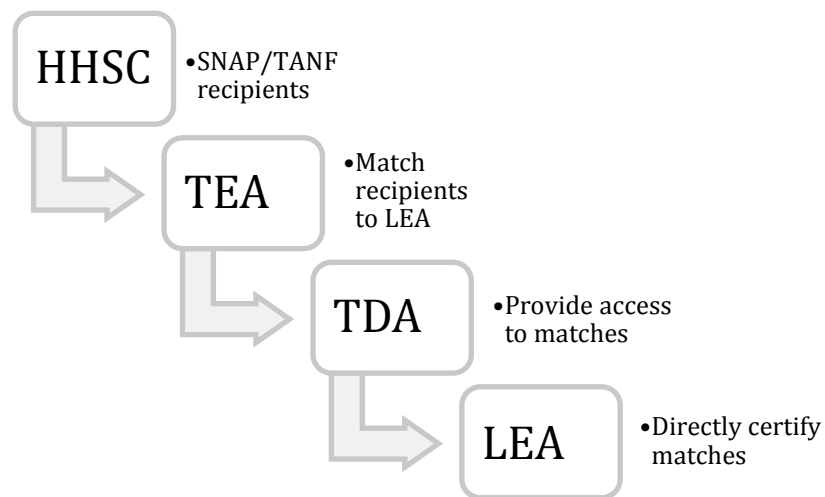
Local Education Agencies (LEA) contracted with TDA for the NSLP/SBP can access the data to find eligible children for certification. The data matched to an LEA's enrollment information is provided as a State Matched List. The LEA downloads the State Match Lists and certifies currently enrolled students in the Point-of-Sale (POS) system. The LEA must then upload current enrollment data to find matches in the unmatched data pool, or search by individual student. All matches made must be identified as directly certified in the POS

system. The LEA must report annually the number of children directly certified that were enrolled the last operating day of October.

3.3.2 How a match is made

There are five fields used in the matching algorithm. TEA uses a matching process that requires *exact* match on four fields. The fields are

- Social Security Number (SSN)
- Last Name
- First Name
- Date of Birth (DOB)
- Gender

The primary match is made using the SSN and any three exact matches of the other four fields.

If the SSN does not match, then all of the other four fields must be exact matches.

The CE Import process, also known as the CE Upload process, must have exact matches on all five fields.

3.3.3 LEA Direct Certification Process

The Direct Certification process requires two-steps:

- Download the state list of matches and certify the students currently enrolled. Identify and tag the students as SNAP or TANF in point-of-sale (POS) system.

- Upload student enrollment data to search for possible matches. Identify and tagged matched eligible students in POS system.

4. Logging-On to the DCDV Module

4.1 Getting Started with the DCDV Module

4.1.1 Equipment

In order to fully utilize the DCDV module, you will need the following:

- A computer with internet access

- Adobe PDF Reader

- Excel Viewer if you do not have MS Office

- TXUNPS User ID and Password

4.1.2 Minimum Browser Requirements

There are problems with the Print/Download screen in Firefox. We recommend that you use Internet Explorer or Chrome.

TDA supports only modern browsers which also provide improved security and performance.

TDA does support the latest version of Google Chrome (which automatically updates whenever it detects that a new version of the browser is available). TDA supports the current and previous major releases of Firefox, Internet Explorer, and Safari on a rolling basis. Each time a new version is released, TDA begins supporting that version and stops supporting the third most recent version.

4.1.3 Preferred Screen Resolution

The minimum screen resolution for desktop is 1024 x 768 px.

4.1.4 TX-UNPS User ID

TX-UNPS serves as the security gateway for DCDV. Before you can begin using TX-UNPS and the DCDV module, you must be assigned a user ID and password by the TX-UNPS Help Desk. To access and use the DCDV module, you must have the SNP CE Admin security group. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the TX-UNPS web site.

> You will receive an "unauthorized user" message if you have just changed your password.

Your password for TX-UNPS must be updated every 90 days. When a TX-UNPS password is changed, it must be updated in the TDA database before you can access the DCDV module. The database is refreshed about 6 PM every evening. Normally you can access the DCDV module the next day after changing your password. If you change your password late in the evening, you may have to wait two days before accessing the DCDV module.

The TDA Helpdesk can assist you with your TX-UNPS log-on. Call -1-877-TEX-MEAL (877-839-6325).

4.1.5 Accessing the TX-UNPS Web Site

You can log-on to TX-UNPS from any computer connected to the Internet by opening your Internet browser and entering the following URL in the browser's address line:

https://txunps1.texasagriculture.gov

The TX-UNPS log-on page will open (Figure 1).
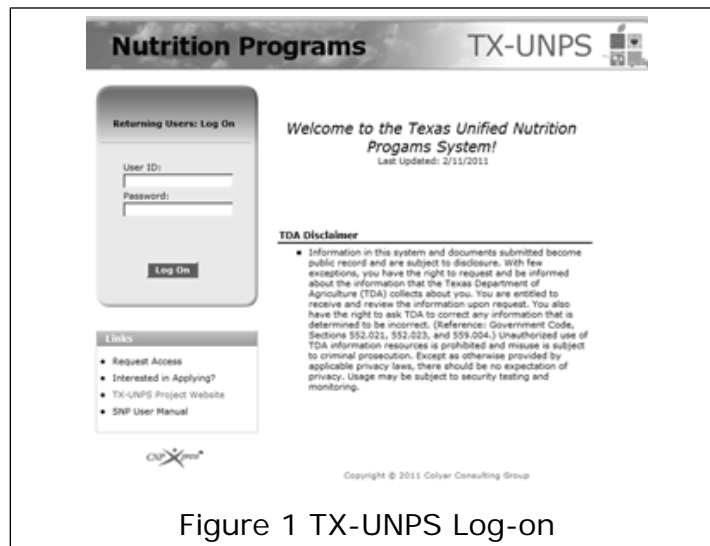
Figure 1 TX-UNPS Log-on

4.2 Logging On to TX-UNPS

4.2.1 Log on:

If a user only has access to the School Nutrition Programs module, the Programs screen is not be displayed.

- Enter your TX-UNPS User

- Enter your password.

- Select Log On.

4.2.2 TX-UNPS Programs Page:

Once you successfully log on, the TX-UNPS Programs page is displayed (Figure 2).

FIGURE 2 TX-UNPS PROGRAM PAGE
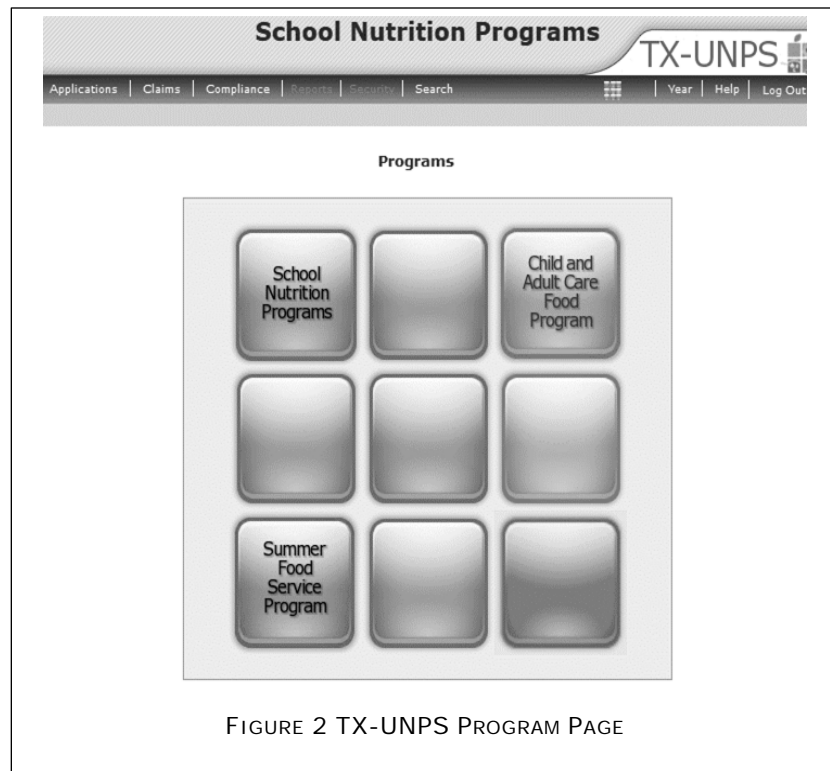
4.2.3 School Nutrition Programs Home Page:

The School Nutrition Programs home page contains the message board used by state administrators to post and maintain School Nutrition Programs-related messages. Messages contain important news regarding the submission due dates, upcoming training, legislative changes, or any other SNP-specific information. Announcements regarding Direct Certification and Verification will be posted here as well.

4.2.4 Access the School Nutrition Programs Home Page:

- On the Programs screen, select *School Nutrition Programs*, the blue tile on the top-row, left-side.

- The School Nutrition Programs home page displays (Figure 3).

FIGURE 3 SNP HOME PAGE
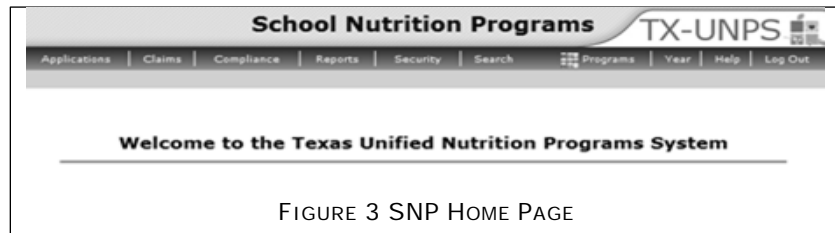
4.2.5 Access the Direct Certification Module

- Select *Applications* from the blue menu bar at the top (Figure 4).

FIGURE 4 BLUE MENU BAR
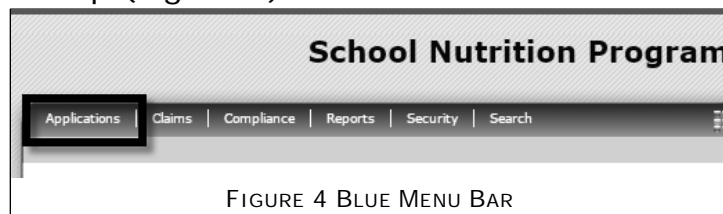
- From the Applications list, select *Direct Certification/Direct Verification* (near bottom of list) (Figure 5)

FIGURE 5 APPLICATIONS MENU

- From the DCDV program page, select the Direct Certification/Direct Verification link at bottom of page (Figure 8)
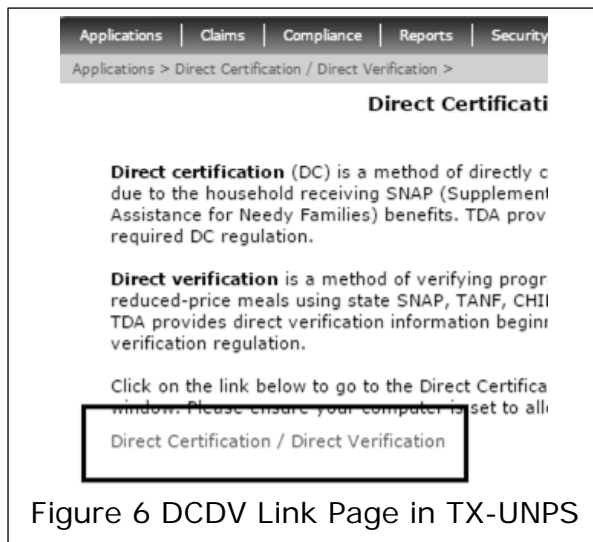
Figure 6 DCDV Link Page in TX-UNPS

By selecting the Direct Certification / Direct Verification link on this screen, a new browser window will open providing access to the Direct Certification/Direct Verification module.

The screen will not open if you have a pop-up blocker running on your system. If this occurs, hold down the CTRL key and select Direct Certification / Direct Verification again.

4.2.6 Logging Out

When you complete a DCDV Module session, please logout. Your TX-UNPS browser session will remain active until the system times out (i.e., 20 minutes). If using the Direct Certification-Direct Verification module takes longer than 20 minutes, you will need to re-login to TX-UNPS. If you must leave the computer, please logout so that another person who might use your computer cannot have access to information within DCDV.

4.2.7 Protect Your Identify

You should keep your User ID and password in a secure location and you should not share it with anyone.

5. Direct Certification Matching

5.1 Access a State Match List for Direct Certification

After selecting the Direct Certification/Direct Verification link in TX-UNPS, a new browser window will open displaying the Direct Certification-Direct Verification Home Page.

Click the *Direct Certification* link in the upper left corner to go to the Direct Certification screens (Figure 7).
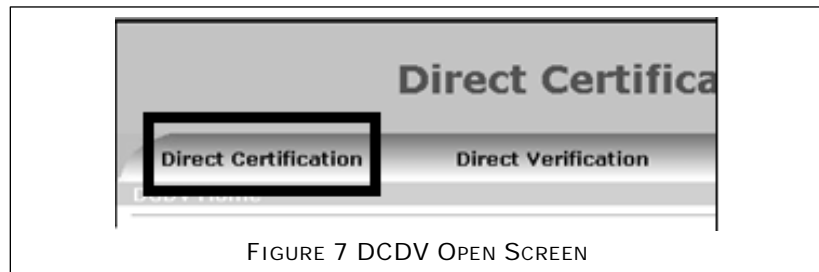
FIGURE 7 DCDV OPEN SCREEN

If you are a CE user only associated with one Contracting Entity, the Contracting Entity ID, Contracting Entity Name and CD Code fields will be pre-populated.

If you are a CE user with access to multiple Contracting Entities, the Contracting Entity ID field will be blank.

Enter the 5-digit CE ID you wish to access and click the Tab key. The Contracting Entity Name and CD Code will populate based on the entered CE ID.

If you enter a CE ID that is not associated with your user account, you will receive an error message.

The Direct Certification Home Page will open (Figure 8)

.

Direct Certification Home Page

Print/Download Direct Certification Matches

CE Import for CE Level Matches

Search Page for CE Level Matches

FIGURE 8 DC HOME PAGE MENU

5.2 Print/Download Direct Certification Matches

5.2.1 Report Type and Parameters

Select the Match List you want to access.

Figure 9 Report Type and Parameters

- Report Type
  - o State Level Matches – Matches made with SNAP/TANF data and TEA October Snapshot. New list is available each month.
  - o CE Level Matches – Matches made with SNAP/TANF data and CE enrollment data through CE Upload process. List available for each month that CE has matches.

- Report Parameter
  - Year to Date List– Comprehensive list which includes all records matched during the current school year beginning in July to current month If the CE did not have any CE Level Matches in a particular month, that month will not be on the report.
  - Select month – Select a month from the "Updated Period" drop-down list to view only records matched during a specific month. If the CE did not have any CE Level Matches in a particular month, that month will not be listed.

5.2.2 View or Print a Direct Certification List

After selecting a Report Parameter, click the View/Print button. The requested Direct Certification list will display on the screen (Figure 10).

DirectCertificationCELEVEL.rpt   **TEXAS DEPARTMENT OF AGRICULTURE**   Page 1 of 1

CE LEVEL MATCHES

DIRECT CERTIFICATION FOR NATIONAL SCHOOL LUNCH

2015-2016

Year to Date

LAST_NAME	FIRST_NAME	MI	SSN	BIRTH_DATE	SEX	ADDRESS	CITY	STATE	ZIP	MATCH DT	EFF DT	ELIG

FIGURE 10 VIEW/PRINT LIST

Click the printer icon (under the Direct Certification link) to print the list of students (Figure 11).

Figure 11 Print DC Lists

A pop-up box appears asking for the page range. Select "All" and click "OK" (Figure 12.

FIGURE 12 PRINT OPTIONS
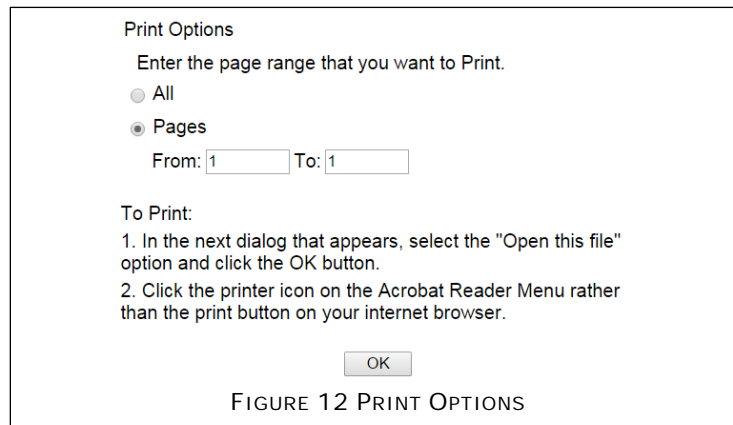
Are the columns spread very far apart?

Do the rows go up and down?

Will it print only a few pages?

See page 65 in the Appendix for solution

The list will display in PDF format. Click the printer icon on the page (Figure 13). You can see it when you move the mouse cursor near the bottom of the page.

FIGURE 13 PRINTER ICON FOR PDF IN CHROME

FIGURE 14 PRINTER ICON FOR PDF IN INTERNET EXPLORER

Close the PDF window.

5.3 Export List

The Print screen also gives the option to export the file to other formats. Select the Export Icon on the left to see the options. (Figure 15)

FIGURE 15 EXPORT ICON

Export Options

Please select an Export format from the list.

Enter the page range th

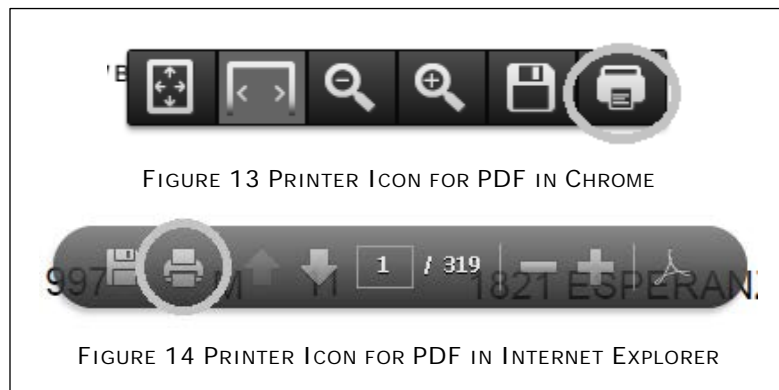Formats:
Crystal Reports (RPT)
Acrobat Format (PDF)
MS Word
MS Excel 97-2000
MS Excel 97-2000 (Data Only)
Rich Text Format

◉ All

○ Pages

From: 1   To: 1

OK
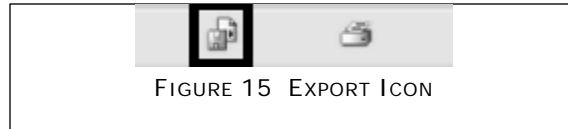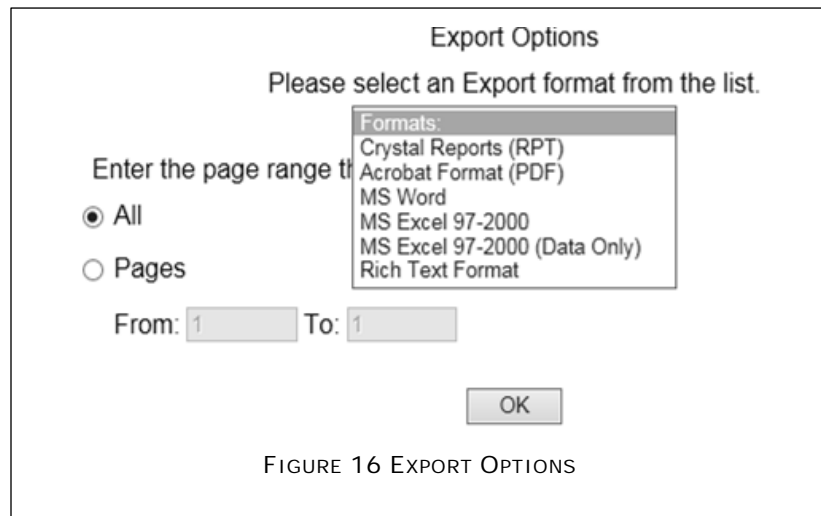
FIGURE 16 EXPORT OPTIONS

- Crystal Reports is a format similar to Adobe Format (PDF). You cannot edit Crystal Reports. You will need a Crystal Report Reader to view the report.

- Acrobat Format (PDF) is the standard that TDA uses for many forms and documents on Square Meals and in TX-UNPS Download Forms. The PDF is the format used for the printed document. You cannot edit the document unless you have Adobe Professional. You must have Adobe Reader to see the document

- MS Word is not easily editable. Each string of text is in a separate text box and the document has very minimum margins. The Rich Text Format looks

exactly the same, but will open on a computer that does not have MS Office.

FIGURE 17 MS WORD DC LIST EXPORT
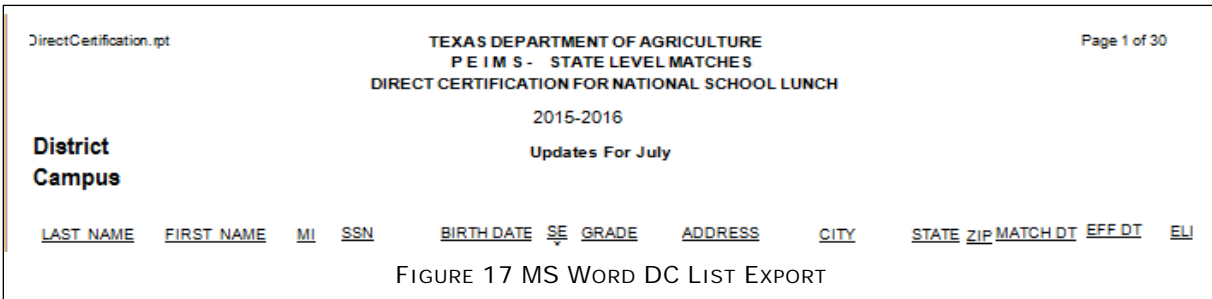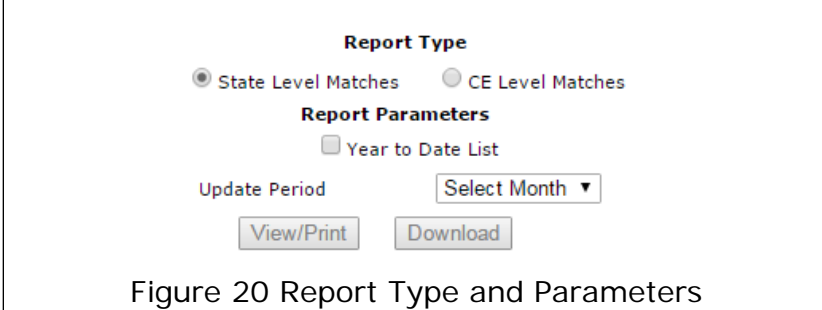
- MS Excel 97-2000 is formatted with titles (Figure 18). MS Excel 97-200 Data only is a regular spreadsheet without the formatted titles (Figure 19). This is the same format that the list will be if the *Download* option is chosen.
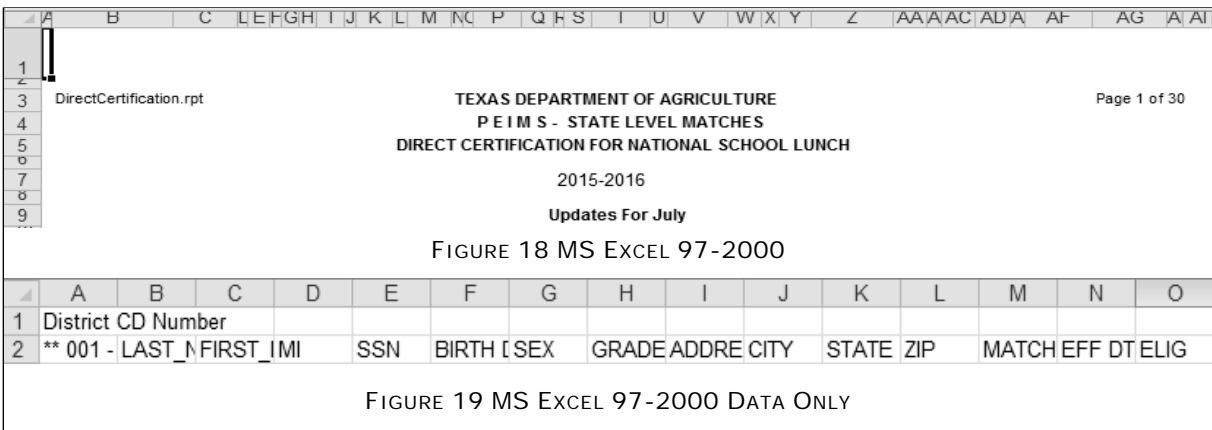
FIGURE 18 MS EXCEL 97-2000

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	District CD Number														
2	** 001 -	LAST_N	FIRST_I	MI	SSN	BIRTH [	SEX	GRADE	ADDRE	CITY	STATE	ZIP	MATCH	EFF DT	ELIG

FIGURE 19 MS EXCEL 97-2000 DATA ONLY

- Click the Direct Certification link in the upper left corner to return to the Direct Certification Main Page.

- When your direct certification activities are complete, close the Direct Certification – Direct Verification window.

5.4 Download a Direct Certification List

After selecting a report parameter, click the download button.

Figure 20 Report Type and Parameters

5.4.1 Save Messages in Different Browsers

If you are using Internet Explorer or Firefox, a pop-up box appears asking if you want to open or save the file (Figure 22).

- Click "Open".

- The requested Direct Certification list will display on the screen in Excel.

- In Chrome, the downloaded file will appear in the taskbar at the bottom of the screen.

FIGURE 21 CHROME DOWNLOADED FILE

Figure 22 Firefox Download

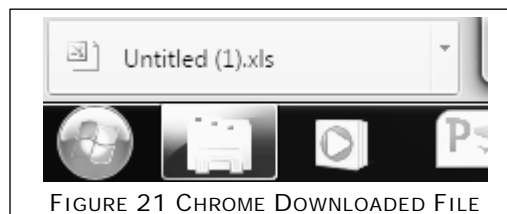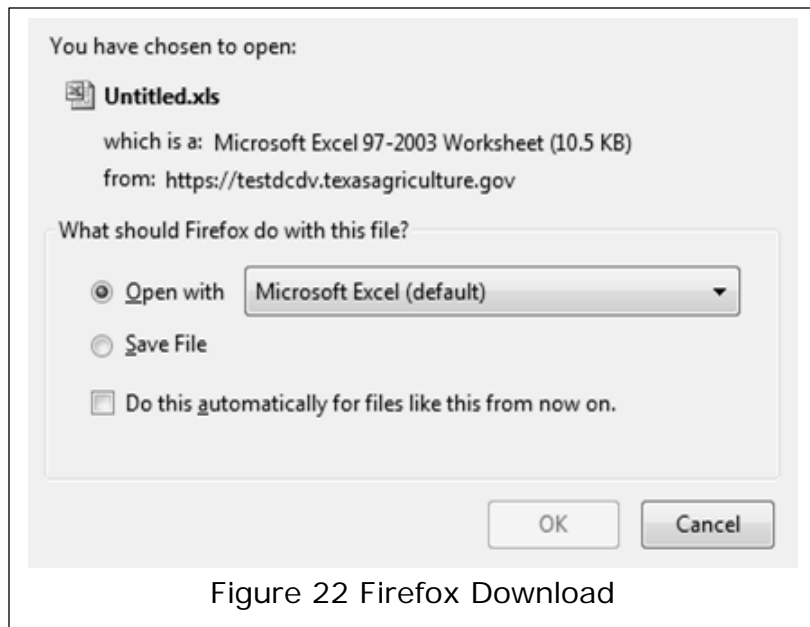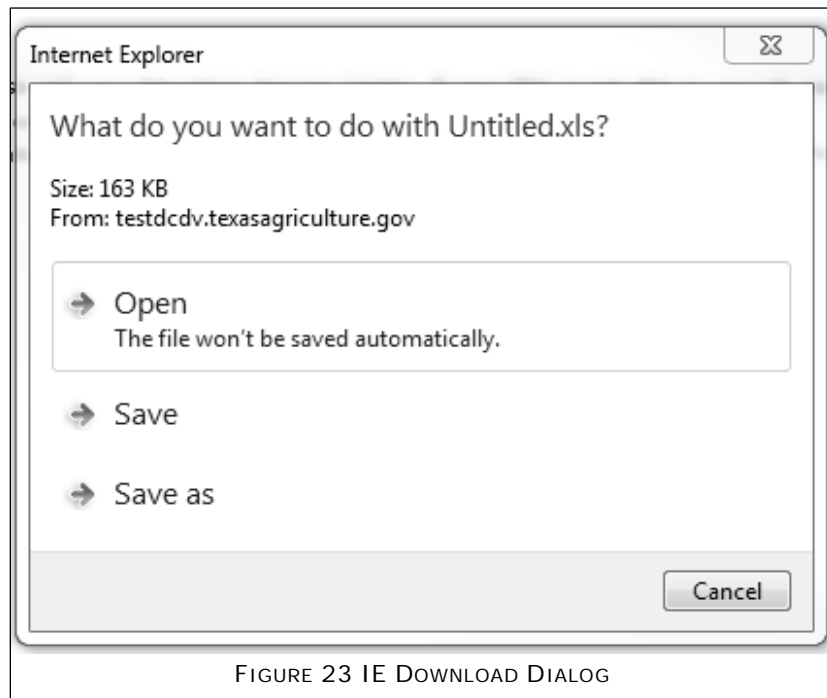FIGURE 23 IE DOWNLOAD DIALOG

5.4.2 Save Downloaded File

Select File > Save As to save the file. There are more detailed instructions and suggested naming convention and folder structure in the Appendix (see page 55 and 58).

When saving the file, you can delete the SSN column or redact the column to have only the last four digits of the SSN. See page 83 in the Appendix for instructions on redacting the SSN.

After saving the file, click the Direct Certification link in the upper left corner to return to the Direct Certification Main Page.

When your direct certification activities are complete, close the Direct Certification – Direct Verification window.

5.5 Match List Contents

Students that are listed as matched are *NEW* matches for the month. Students previously matched will not show on the subsequent lists, but their direct certification eligibility continues until June 30th (end of the school year).

The State Match List contains the names of eligible students that have been matched by TEA to your LEA based on the October Snapshot. The CE Match list contains the names of the eligible students that you have matched during the CE Upload or Individual Search processes. If you selected a month list, it contains the names of the students that were matched that month. If you selected a year-to-date list, it contains the names of all students that have been matched.

The report contains:

- Last Name
- First Name
- Middle Initial
- Birthdate
- Sex (Gender) -- M/F

- Grade
- Address (as provided to HHSC)
- City
- State
- Zip Code
- Match – Y if "yes", N if "no"
- Effective Date – this is the date that the data was loaded in the database
- Eligibility – 1 = SNAP, if there is a Y in the match column and it is empty = TANF. Sometimes TANF may be coded as 0.

The students on State Match List and CE Level Matches List are not certified until you have confirmed that a match is a student currently enrolled. The eligibility information on the student must be entered into the Point-of-Sale (POS) system, whether it is paper, stand-alone or electronic. Eligibility categories, such as SNAP, and TANF must be identified. If the household receives both, the student is direct certified as SNAP. (See Decision Paths p. 107)

5.6 CE Import for CE Level Matches

There are over 1 million children on the eligibility list from HHSC that are not matched to any LEA. To ensure that all eligible children are directly certified and receiving meal benefits as quickly as possible, all LEAs participating in NSLP/SBP in Texas are required to upload current student enrollment information <u>monthly</u> during the school year. This information is compared to HHSC SNAP/TANF data to find matches.

5.6.1 CE Import Process

Before uploading data for the Import for CE Level Matches, the data must be formatted correctly and

saved as a CSV file. (See instructions for formatting and saving the file in the Appendix – page 60)

Log onto TX-UNPS and the DCDV module. (See page 13). On the Direct Certification Home Page, select *CE Import for CE Level Matches*.

Direct Certification Home Page

Print/Download Direct Certification Matches

CE Import for CE Level Matches

Search Page for CE Level Matches

FIGURE 24 DC HOME PAGE MENU
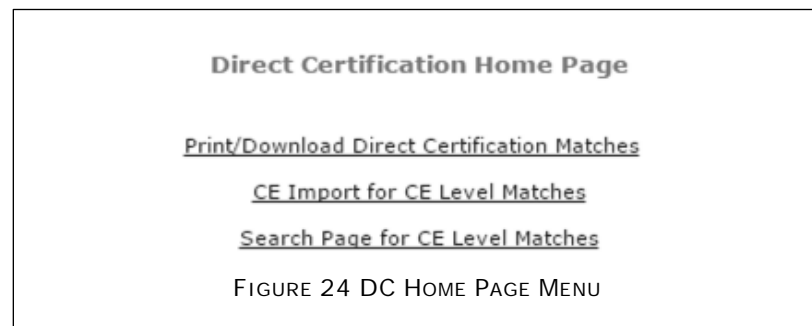
Select Browse to find the student enrollment data CSV file prepared for the upload. Select Upload File. Almost immediately, you will receive a pop-up notice of a response file. Once the file is open, select *Save as* (in Chrome and IE) and navigate to the location where the file will be saved.

If you are using **Chrome**, click on the small arrow on the right and select *Open (*Figure 25*)*.

If you are using **Internet Explorer**, select *Open* (Figure 26*)*.

If you are using **Firefox**, select *Save (*Figure 27*)*.

D--TDA-TEST-CNPIM....csv

FIGURE 25 RESPONSE FILE READY NOTICE IN CHROME

Do you want to open or save **D_TDA_TEST_CNPIMS_Import_Save_Results_apickens_7_27_2015 3_38_07 PM.csv** from **testdcdv.texasagricultu**

Open
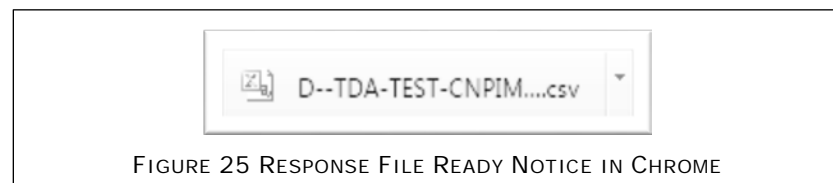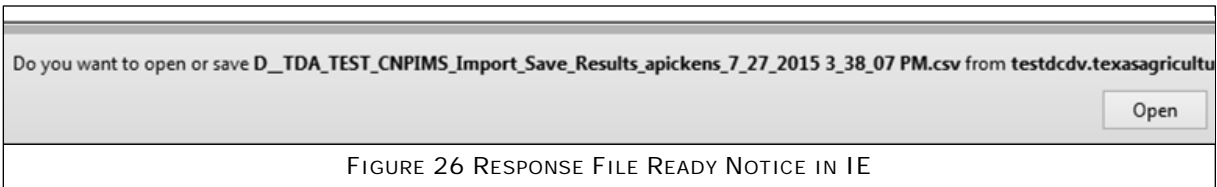
FIGURE 26 RESPONSE FILE READY NOTICE IN IE
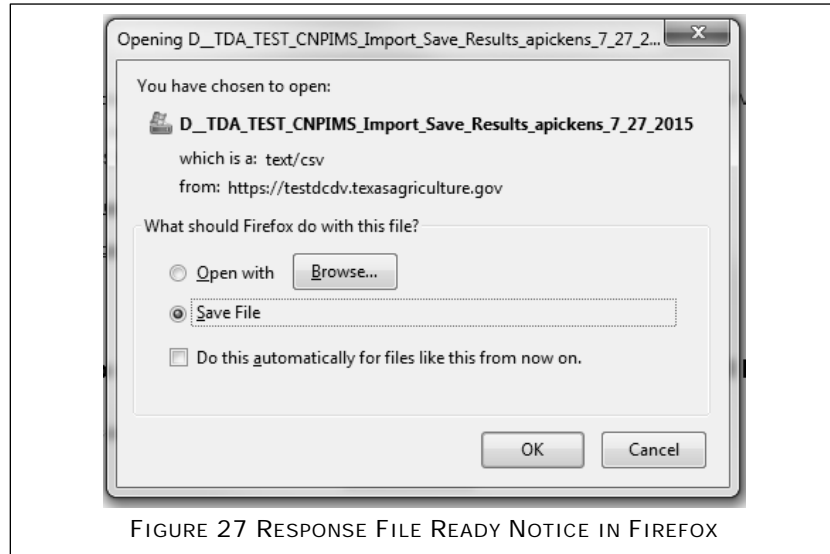
FIGURE 27 RESPONSE FILE READY NOTICE IN FIREFOX

5.6.2 CE Upload Response File

> If you have more than 50,000 matches, the first 50,000 records will be on Sheet 1. The remaining records will be on Sheet 2.

The response file is returned as a CSV file and the SSN, DOB, and CE ID will have lost the formatting that was required for the upload file. This is not a concern and did not prevent the upload file from being matched.

The response file will indicate if students are matched to children from households receiving SNAP and/or TANF benefits.

Select the *Data* tab. Select Row 1 and then select *Filter* on the *Data* ribbon (Figure 28). Select the arrow beside the word *Matched* and clear *Select All* and select *Y* and OK (Figure 29). This allows you to see the matches.

FIGURE 28 DATA TAB > FILTER

FIGURE 29 FILTER A COLUMN
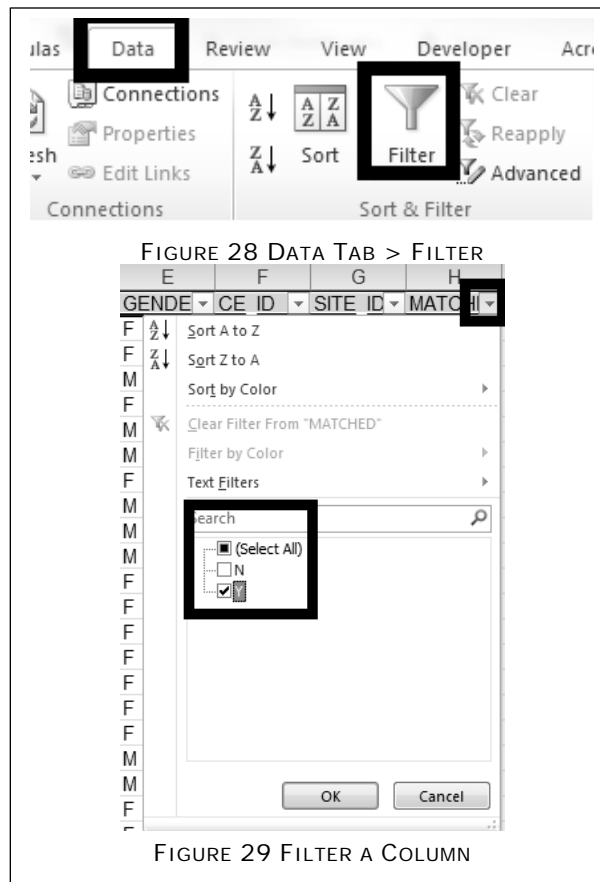
- Any students that are new matches for the month will have a "Y" in the *Matched* column.

- The *Eligibility* column will contain a "1" if the match is based on SNAP eligibility.

- If there is a "Y" in the Matched column and the Eligibility column contains a 0 or the cell is blank, the match is based on TANF eligibility.

	A	B	C	D	E	F	G	H	I	J
1	SSN	LAST_NAME	FIRST_NAME	BIRTH_DT	GENDER	CE_ID	SITE_ID	MATCHED	ELIGIBILITY	HasInvalidDa
86		A	A	09/ 01	F	0(1		Y	1	
172		A	A	07/ 99	M	0(1		Y	1	
174		A	D	03/ 10	M	0(1		Y	0	
257		A	F	05/ 09	F	0(1		Y	0	

FIGURE 30 RESPONSE FILE FORMAT

New matches must be confirmed for direct certification, identified in the POS system, and tagged as either SNAP or TANF. The report must be saved according to record retention guidelines. The SSN data can be redacted or deleted from the report before printing or saving.

The response file contains a column labeled *Invalid Data*. If there is an "x" in the cell for any record, then there was something wrong with one of the fields for that records and the match process was not able to work with that record. You should find the error and fix it and upload the record again (page 76). Or you can use the CE Search for Individual Matches function to confirm if there is an eligibility match for that student (page 33).

After saving the file, click the Direct Certification link in the upper left corner to return to the Direct Certification Main Page.

When your direct certification activities are complete, close the Direct Certification – Direct Verification window.

5.6.3 No Response File

If you didn't get the response file or can't find it, don't re-load the import CSV file again. The system will only match a record one time and if you upload the file again, you may open the wrong response file with no matches.

If you don't get the response file, go back to the DC Home Page and chose the Print/View Option for CE Level Matches for the current month. You will be able to download a report of matches that you just made. (See page 21)

5.7 CE Search for Individual Matches

The CE Search for Individual Match function allows you to search for individual records in the unmatched pool, as well as the all records that have been previously matched to your LEA. The advantage of the individual search is that you can search based on just SSN and DOB, or on name and DOB. There is also a "sounds" like feature for first and last names that allows for different spellings of names, such as John and Jon.

Log onto TX-UNPS and continue to the DCDV module. (See page 13). On the Direct Certification Home Page, select *CE Search for Individual Matches.*

Sounds like searches for variations in spelling.

- Select *Unmatched* if you want to search in just the records that have not been matched to any LEA.

- Select *All* if you want to search all eligible students that have been matched to your LEA.

- Enter SSN (9 digits with no dashes) and the DOB (mm/dd/yyyy)

                    OR

- Enter Last Name, First Name and Birth Date (mm/dd/yyyy).

- Select *Search* or Select *Sounds Like* to search for the possible match.

FIGURE 31 CE SEARCH FOR INDIVIDUAL MATCHES

If the system finds a new match, you will see the student's name and information on the screen. Select *View* to see the details. Select *Match* to confirm that this record is a match to the student enrolled in your school. You can print or export the match. The Excel export looks like the PDF print version. It does not export as a spreadsheet in columns and rows.

FIGURE 32 INDIVIDUAL SEARCH RESULT

FIGURE 33 MATCH SCREEN

5.8 Direct Certification Reporting

You must report the number of students enrolled on the last day of October who have been directly certified on the Verification Report in Section Three (see Verification Report in Appendix page 102).

All students certified from July 1st through end of October are counted. This includes students confirmed on the State Match lists and matched on the CE Upload Response files. Students that are certified by association are included in the count. If a student has presented an eligibility letter and you were able to certify that information either through the DC module or contact with the HHSC office, than that student is also counted.

LEAs participating in special provision programs (Provision 2 and CEP) may have alternate methods for reporting Direct Certification numbers. Please check with your ESC.

If you have questions about how to do complete the Verification Report, please contact your regional education service center (ESC).

6. Quick Overview – Direct Verification

What is Direct Verification?	Direct verification is using records from public agencies to verify income or program participation. Direct Verification must be completed before asking a household to provide documentation.
Why use Direct Verification?	• Reduce workload for school district staff • Reduce burden and intrusion on families selected for verification • Reduce number of non-respondents and rate of benefit termination for non-response
When is the DV module open?	The DV module opens for LEA use on October 1st and closes on December 1st.
How do I use it?	Check the names of children eligible for free or reduced price meal benefits listed on the approved application in the DV module.

Direct Verification Process and Policy Verification

Verification is the process for reviewing the eligibility determination for a free or reduced-priced household application submitted for the NSLP and SBP. Refer to the *Administrator's Reference Manual, Section 6: Verification* for more detailed information.

6.1 Direct Verification

Direct Verification is the use of public records to verify a student's eligibility for free or reduced price meals when verification of a student's eligibility is required.

You are required to verify applications. You are not required to do Direct Verification (DV), but there are benefits in doing this process. DV streamlines the verification of applications – saving you time and effort. By increasing DV, the number of application that you must verify by contacting the household is decreased. If any student in the household is identified using the DCDV module, all students in the household are directly verified, and there is no need to request additional information from the household.

The Texas Department of Agriculture (TDA), the Texas Education Agency (TEA), and the Texas Health and Human Services Commission (HHSC) have developed a database that allows you to match the nine-digit Eligibility Determination Group (EDG) number to student in the household.

For children who qualify for Medicaid of CHIP, the database will report whether student is eligible for free or reduced-price meals.

Direct Certification allows you to match SNAP or TANF households. Direct Verification will allow you to verify household participation in SNAP, TANF, Medicaid, or the Children's Health Insurance Program (CHIP), but there is no indicator for what program

6.2 Verification Time Period

The Verification Official can verify an application as soon as it is approved – before the official start date of October 1. On October 1, you must determine the number of verifications to be conducted for the school year, and begin the verification process. If you conduct Direct Verification, you must complete it before asking a household to provide documentation. Verification must be completed by November 15th on students who were enrolled the last operating day of October. Verification results are reported on the Verification Report in TX-UNPS by February 1st.

6.3 Direct Verification Policy

Only the free and reduced-priced applications are verified. You must not verify the applications of students if the eligibility was made in one of the following ways:

- Students that are directly certified

- Students living in residential child care institutions (RCCI)

- Students attending a school that administers the Community Eligibility Program (CEP) or Special Assistance Provision 2 (P2) with the exception of P2 schools establishing their base year

- Students attending a school that participate in the Special Milk Program only

- Schools attending a school where there is no separate charge for food service and no special cash assistance claimed

If you determine through Direct Verification that a student is categorically eligible for SNAP or TANF, all students in the household are extended eligibility.

7. Direct Verification

7.1 Log-on to DV Module

Log onto the DCDV module (see page 13). Click the Direct Verification link (second title from the left) to proceed to the Direct Verification screens.

FIGURE 34 DIRECT VERIFICATION LOG-ON
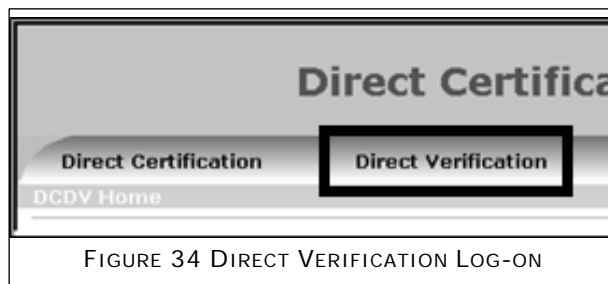
Note: Throughout the direct verification module, the search results and match results screens will display the Case/EDG number as a numeric field, excluding any preceding zeroes. However, both manual and batch upload searches can be performed with any preceding zeroes.

7.2 Manual Search Case/Eligibility Determination Group (EDG) Number

On the Direct Verification main page, select "Search Page".

FIGURE 35 DIRECT VERIFICATION HOME PAGE

Search Page for Direct Verification

Select Search Criteria   ○ Case/EDG Number   ○ Student Information

Main Menu

FIGURE 36 DIRECT VERIFICATION SEARCH PAGE

Select the "Case/EDG Number" radio button.

Search by Case/EDG Number

◉ Unmatched   ○ All

Enter Case/EDG Number:

Search   Reset

FIGURE 37 DIRECT VERIFICATION CASE/EDG SEARCH CRITERIA

To search only direct verification records that have not been matched by your organization, select the "Unmatched" radio button. To search all direct verification records, including those already matched by your organization, select the "All" radio button.

- Enter the Case/EDG (Eligibility Determination Group) Number into the provided text box.

- Click Search. (Clicking the "Reset" button will clear any information you have entered in the Case/EDG Number field.)

If no records exist that match the entered search criteria, you will see the message "No matches found". Click the Back button to return to the direct verification search screen.

	Ref. ID#	Case/EDG Number	Social Security #	Student's Full Name	Birth Date	County Residence	Verified For	Matched
View	9224519	███████	***-**-7231	████████				
View	9260597	█████	***-**-6105	███████				
View	11524296	█████	***-**-6676	█████				

FIGURE 38 DIRECT VERIFICATION SEARCH RESULTS

If one or more records exist that match the entered search criteria, the results will display on the screen.

FIGURE 39 DIRECT VERIFICATION RECORD DETAILS

Once a record is matched, it will only appear in subsequent searches if you select "All" in the search criteria. (Selecting "Matched" on a search screen will exclude this record from the results.) In addition, the matched record will no longer appear in searches performed by other contracting entities.

To access a specific record, click the "View" link to the left of the desired record.

To indicate that a record is being used to directly verify a student, click "Match". Your CE ID will then display in the "Matched" field.

To print the record, click "Print".

If you click "Match" on a record, and subsequently realize this record should not be matched, you can click "Unmatch". Your CE ID will be removed from the "Matched" field.

To search for another record, click "Return" to return to the direct verification search results screen.

7.3 Manual Search without Case/EDG Number

On the Direct Verification main page, select "Search Page".

Search Page

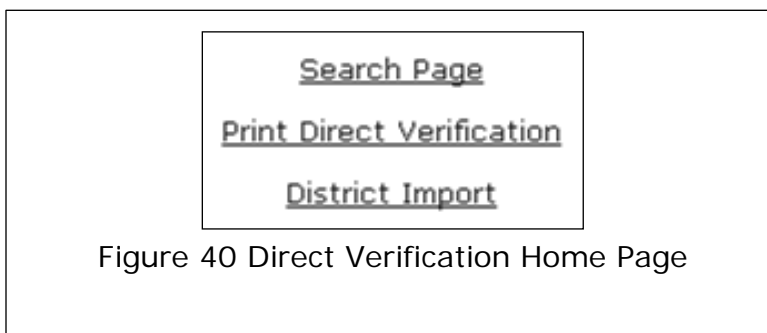Print Direct Verification

District Import

Figure 40 Direct Verification Home Page

Select the "Student Information" radio button to search for records without entering a Case or EDG (Eligibility Determination Group) number.

FIGURE 41 DIRECT VERIFICATION STUDENT INFORMATION SEARCH CRITERIA

7.3.1 Search Parameters

To search only direct verification records that have not been matched by your organization, select the "Unmatched" radio button. To search all direct verification records, including those already matched by your organization, select the "All" radio button.

Enter the desired search criteria into the provided text boxes. (For SSN, do not include dashes. For Birth Date, enter in the format mm/dd/yyyy.)

You can search by either social security number (SSN) and birth date, or by last name, first name and birth date (and county if desired). When using the second set of search criteria, you can also include a "Sounds Like" search on the first name. Selecting this option will result in matches where the last name and birth date fields match, but the first name has a different spelling (ex. Marisa vs Marissa).

Click Search.

If no records exist that match the entered search criteria, you will see the message "No matches found". Click the Back button to return to the direct verification search screen.

If one or more records exist that match the entered search criteria, the results will display on the screen.

7.3.2 Print an Individual Direct Verification Record

Follow the steps to perform a manual search and then select the desired record by clicking "Details".

Click "Print".

FIGURE 42 DIRECT VERIFICATION RECORD DETAILS

Click the Printer icon (under the Direct Certification link) to print the record.

FIGURE 43 DV INDIVIDUAL RECORD PRINT SCREEN

A pop-up box appears asking for the page range. Select "All" and click "OK".

Another pop-up box appears asking if you want to open or save the file. Click "Open".

The list will display in PDF format. Click the Printer icon on the page.

Close the PDF window.

Click the Direct Verification link in the upper left corner to return to the Direct Verification Main Page.

7.4 Batch Upload Search of Direct Verification Records

Before starting the Batch Upload Search Process, the upload file must be formatted. The uploaded file must be in CSV format and must not be larger than 4 MB. The following table lists the fields that must be included in the file and their order. All fields are required. The uploaded file should not contain a header row. (For more information on formatting the file, see page 60 in the Appendix.)

All fields are required when uploading a batch file. In order to result in a successful match, all fields in the record must match.

Column	Field Name	Field Type	Required	Definition	Sample
1	Case/EDG Number	Varchar	Y	Variable length field; Do not include special characters; Preceding zeros can be included or excluded	11111
2	Social Security Number	Numeric	Y	9 digits; Do not include dashes	111223333
3	Last Name	Alphanumeric	Y	Variable length field; Not case sensitive	Doe
4	First Name	Alphanumeric	Y	Variable length field; Not case sensitive	John
5	Birth Date	Alphanumeric	Y	mm/dd/yyyy	10/04/1997
6	County Code	Numeric	Y	3-digit county of residence (1st three digits of county-district code assigned by TEA)	057
7	Meal Code	Character	Y	F for Free or R for Reduced	F
8	CE ID	Numeric	Y	5-digit ID assigned by TX-UNPS	00528

Once the file is formatted correct, logon to the DCDV module. On the Direct Verification main page, select "District Import".

Click here for Help If you need further assistance, please call CNPIMS at (877) TEX-MEAL. Please do not send questions by email. The file you import must be a comma delimited file with the suffix of (.csv). The file must not be any larger than 4MB

[_____] Browse...

Upload File

FIGURE 44 DV UPLOAD SCREEN

Click "Browse" and locate the file you wish to upload. Click "Upload File".

A pop-up box appears asking if you want to open or save the file. Click "Open". (If you do not get the Open/Save dialog box, pop-ups may be disabled. Click the associated link to "Enable" pop-ups.)
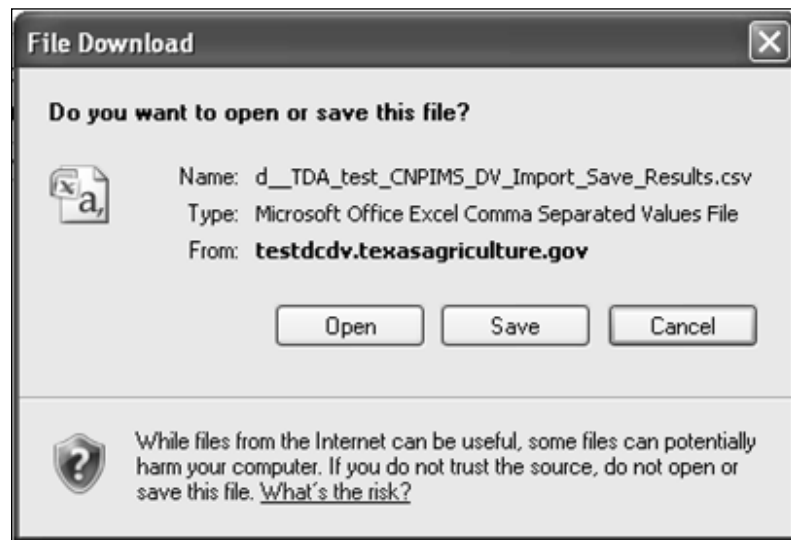

FIGURE 45 DIRECT VERIFICATION BATCH UPLOAD RESPONSE POP-UP SCREEN

The list containing the results of the batch upload will display on the screen in Excel.

	A	B	C	D	E	F	G	H	I	J
1	edgnum	ssn	lastname	firstname	birthdate	county	meal	ceid	siteId	matched

FIGURE 46 DIRECT VERIFICATION BATCH UPLOAD RESULTS

The following table lists the fields that will be included in the results file and their order. A header record will be included in the file.

Field	Field Name	Field Type	Definition	Sample
1	Case/EDG Number (titled edgnum)	Numeric	Variable length field; Any preceding zeros will be excluded	11111
2	Social Security Number (titled ssn)	Numeric	9 digits; Does not include dashes	111223333
3	Last Name (titled lastname)	Alphanumeric	Variable length field	Doe
4	First Name (titled firstname)	Alphanumeric	Variable length field	John
5	Birth Date (titled birthdate)	Alphanumeric	mm/dd/yyyy	10/04/1997
6	County Code (titled county)	Numeric	3-digit county	057
7	Meal Code (titled meal)	Character	F for Free or R for Reduced	F
8	CE ID (titled ceid)	Numeric	5-digit ID assigned by TX-UNPS	00528
9	Site ID (titled siteid)	N/A	Will not contain a value	
10	Matched indicator (titled matched)	Character	Will contain a Y if the record was matched; Will contain an N if the record was not matched	Y

7.5 Saving the File

See page 55 for instruction on saving a file in different versions of Excel.

7.6 To View or Print a Listing of All Direct Verification Matches

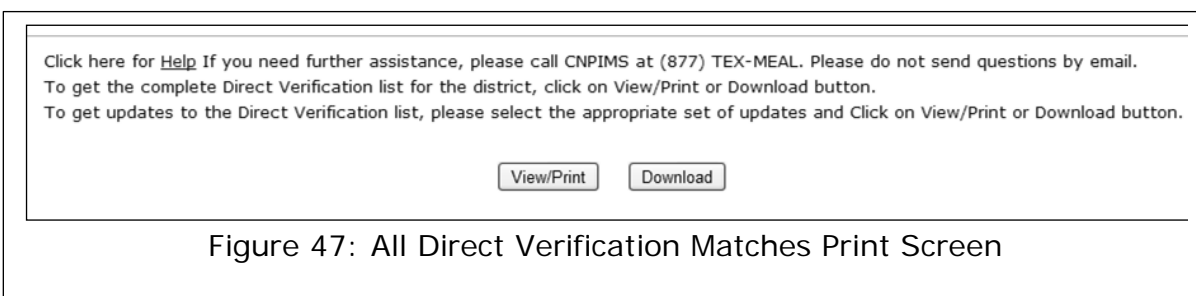On the Direct Verification main page, select "Print Direct Verification".

Click here for Help If you need further assistance, please call CNPIMS at (877) TEX-MEAL. Please do not send questions by email. To get the complete Direct Verification list for the district, click on View/Print or Download button. To get updates to the Direct Verification list, please select the appropriate set of updates and Click on View/Print or Download button.

View/Print   Download

Figure 47: All Direct Verification Matches Print Screen

Select "View/Print". The list containing all Matched direct verification records will display on the screen.

Direct Certification   Direct Verification

1 / 1

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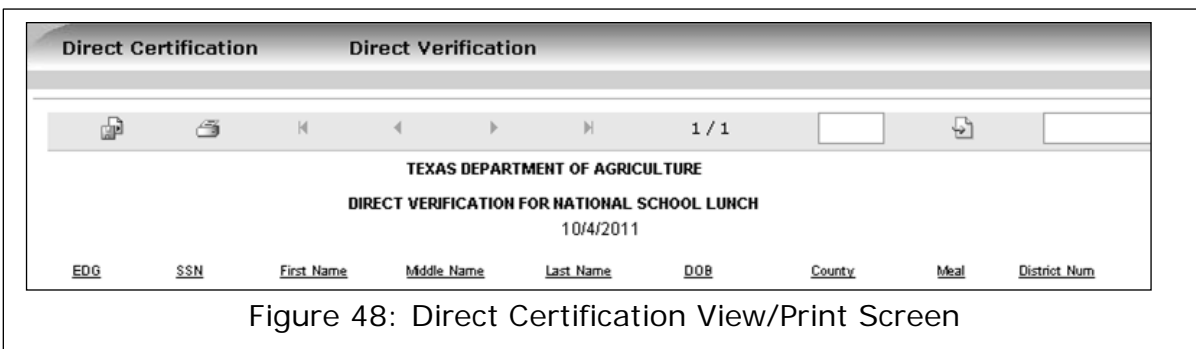| EDG	SSN	First Name	Middle Name	Last Name	DOB	County	Meal	District Num

Figure 48: Direct Certification View/Print Screen

Click the Printer icon (under the Direct Certification link) to print the list of students.

A pop-up box appears asking for the page range. Select "All" and click "OK".

Another pop-up box appears asking if you want to open or save the file. Click "Open".

The list will display in PDF format. Click the Printer icon on the page.

Close the PDF window.

Click the Direct Verification link in the upper left corner to return to the Direct Verification Main Page.

When your direct verification activities are complete, close the Direct Certification – Direct Verification window by clicking Exit in the upper right corner.

7.7 To Download a Listing of All Direct Verification Matches

On the Direct Verification main page, select "Print Direct Verification".

Search Page

Print Direct Verification

District Import
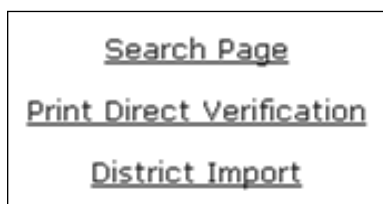
Figure 49 Direct Verification Home Page

To get updates to the Direct Verification list, please select the appropriate set of updates and Click on View/Print or Download button.

View/Print   Download

FIGURE 50 ALL DIRECT VERIFICATION MATCHES PRINT SCREEN

- Select "Download". A pop-up box appears asking if you want to open or save the file.

- Click "Open". (If you do not get the Open/Save dialog box, pop-ups may be disabled.

- Click the associated link to "Enable" pop-ups. Then click Download again.

- The list containing all Matched direct verification records will display on the screen in Excel.

	A	B	C	D	E	F	G	H	I
1	EDG	SSN	First Name	Middle Name	Last Name	DOB	County	Meal	District Num

FIGURE 51 DIRECT VERIFICATION DOWNLOAD SCREEN

See page 58 for instructions on how to save the file in different versions of Excel.

After saving the file, click the Direct Verification link in the upper left corner to return to the Direct Verification Main Page.

When your direct verification activities are complete, close the Direct Certification – Direct Verification window by clicking Exit in the upper

8. Acronyms

CD code: County district identification code assigned by TEA
CE: Contracting Entity
CEP: Community Eligibility Provision
CSV: Comma Separated Values
DC: Direct Certification
DCDV: Direct Certification Direct Verification
DOB: Date of Birth
DV: Direct Verification
EDG#:   Eligibility Determination Group Number
FERPA: Family Educational Rights and Privacy Act
FND: Food and Nutrition Division of the Texas Department of Agriculture
HHSC: Health and Human Services Commission
IE: Internet Explorer
LEA: Local Education Agency
NSLP: National School Lunch Program
PDF: Portable Document Format
PEIMS   Public Education Information Management System
PII: Personal Identifiable Information
POS: Point-of-Sale
RCCI: Residential Child Care Institution
SBP: School Breakfast Program
SNAP: Supplemental Nutritional Assistance Program (formerly called Food Stamps)
SNP: School Nutrition Program
SSN: Social Security Number
TANF: Temporary Assistance for Needy Families
TDA: Texas Department of Agriculture
TEA: Texas Education Agency
TX-UNPS: Texas Unified Nutrition Programs System
USDA: United States Department of Agriculture

9. What is the difference between DC and DV?

Direct Certification	Direct Verification
Available all year	Available only during Verification (starting October 1)
Required to conduct monthly during the school year	May use DV before contacting household for documentation
All enrollment must be run through the system	Only students on the applications selected for Verification may be run in the system
Results a "Match" = student and all household members are FREE	Results a "Match" = student and all household members are verified. Eligibility does not change.
Data from HHSC is matched by TEA to PEIMS	Data comes directly from HHSC
Cannot search by EDG numbers provided on applications	Can search EDG numbers provided on application

10. Folder Structure

- In the **My Documents** window, right click and choose *New Folder.* Figure 47
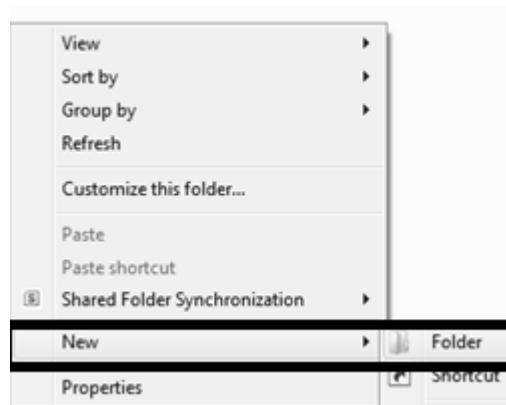
FIGURE 52 NEW FOLDER

- Name the folder *Direct_Certification_Data* or DCDV Figure 47
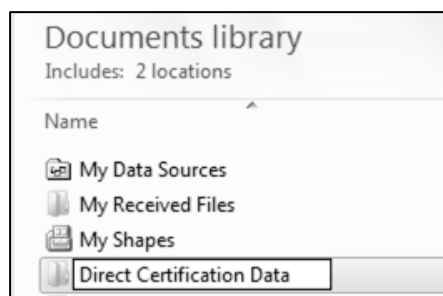
FIGURE 53 1ST FOLDER NAME

- Inside of the *Direct_Certification_Data* folder, right click to make a new folder. Name it *DCDV_* followed by the school year.
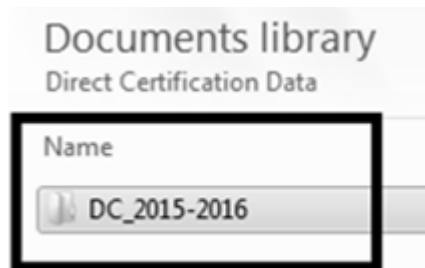
FIGURE 54 DC_SCHOOL_YEAR_FOLDER

- Inside of this folder, make 3 more folders – one for *Matched_Lists* , another for *DC_CSV_Files* and one more for *Direct_Verification*.

You will need to make the Direct Certification Data folder just once. Make a new DCDV-(school year) folder and the folders inside it each August to start the new school year.

11. How to Save a File as a CSV File

11.1 How to Save a File in Excel in 97-2003:

- Once the file opens in Excel

- Click "File > Save As".

- Select a proper destination directory (either your computer hard disk or external media) to download the list of eligible students for Direct Certification. (See page 55 for recommended folder structure)

- Enter a file name.

- If saving as a comma delimited file, click the "Save as type" drop-down and select "CSV (Comma delimited)".

- After clicking Save, a pop-up box appears asking about feature compatibility. Click "Yes" to continue saving as a CSV file.

11.2 How to Save a File in Excel 2007 or Later

- Once the file opens in Excel, click the Office button (very top icon at the left hand corner) and select "Save As".

- If saving as an Excel file, click "Excel Workbook."

- Select a proper destination directory (either your computer hard disk or external media) to download the list of eligible students for Direct Certification. (See page 55 for recommended folder structure)

- If saving as a comma delimited file, click "Other Formats".

  - A "Save As" window will appear.

- Click the "Save as type" drop-down and select "CSV (Comma delimited)".

- Select a proper destination directory (either your computer hard disk or external media) to download the list of eligible students for Direct Certification.

- After clicking Save, a pop-up box appears asking about feature compatibility.

- Click "Yes" to continue saving as a CSV file.

12. Formatting Excel File for CE Import Process

If you receive student enrollment data as an Excel spreadsheet it must be re-formatted as a comma delimited or comma separated (CSV) file before it can be used in the CE Upload process for Direct Certification or Direct Verification.

TDA recommends that you use the file structure described on page 55.

12.1 Save Copy of File

Save another copy of the file to reformat. A good file name would include the month and year, a description of what the data is, CSV (so it's easy to distinguish from the original file) and the date that the file was prepared.

Example:

Month_SchoolYear_Student_Enrollment_CSV_YYMMDD

Aug_2016_Student_Enrollment_CSV_150806

Writing the date as YYMMDD makes it easier to sort files by date created.

12.2 Right Columns/Right Order

Check that the columns are in the correct order:

- A - Social Security Number (SSN)
- B - Last Name
- C - First Name
- D - Date of Birth (DOB)
- E - Gender
- F - CE Identification Number

If there are any additional columns, delete the column. Select the letter at the top of the column, right-click and select *Delete* (Figure 55).
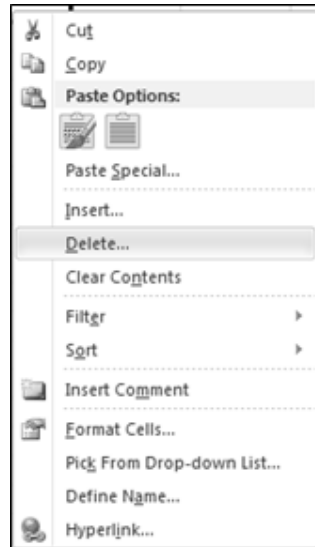
FIGURE 55 DELETE COLUMNS

12.3 Format Social Security Number

- Select Column A (SSN)

- Right-click and select *Format Cells (*Figure 56*)*
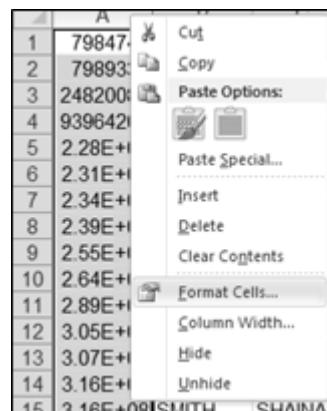
FIGURE 56 FORMAT CELLS

- Select *Custom* and under *Type* (were the word *General* is) enter 9 zeroes (Figure 57). Select *OK*.
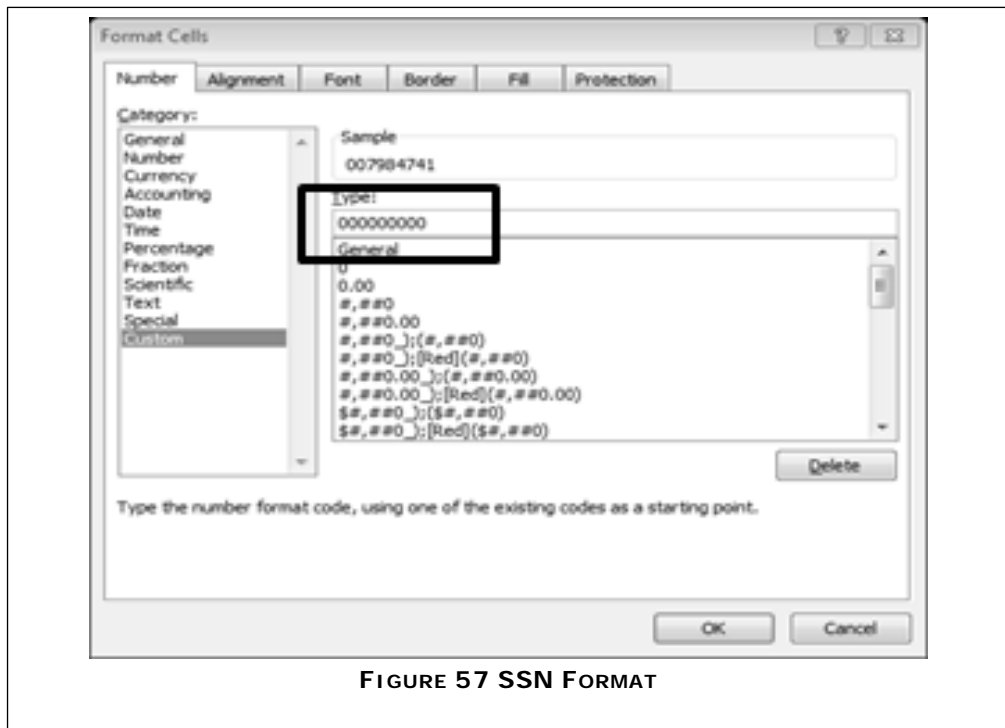
FIGURE 57 SSN FORMAT

12.3.1 Find and Replace

If there are dashes or hyphens in the SSN, remove them.

- Select *Column A*

- Go to *Find and Select* on the *Home* tab on the right side of the screen (Figure 58)

- Select *Replace* from the drop-down list

- Type a *dash (-)* in the *Find what* field

- Leave the *Replace with* field blank

- Select *Replace All*. Select *Close.*
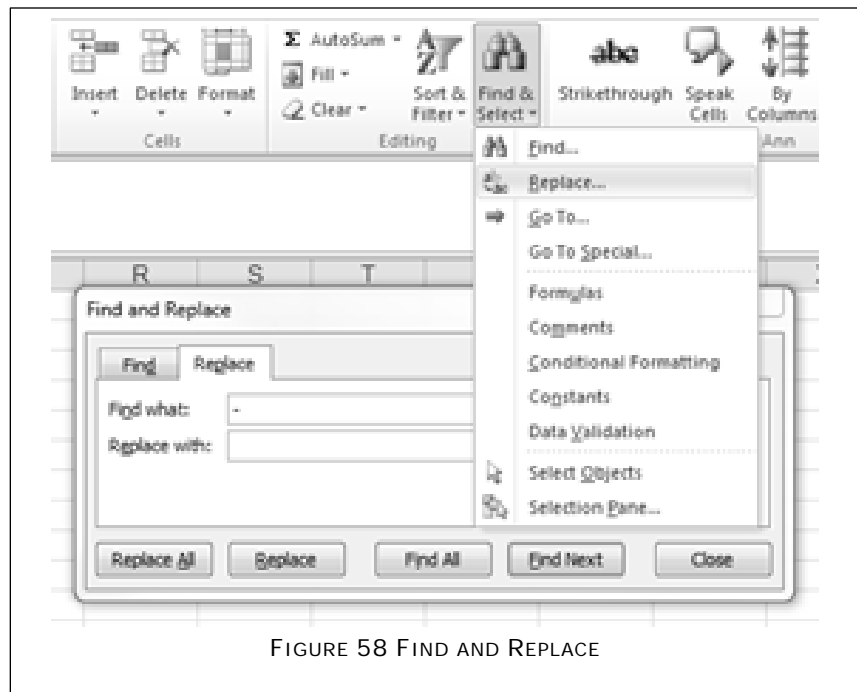
FIGURE 58 FIND AND REPLACE

12.4 Format Date of Birth

- Select Column D. (DOB)

- Right click and select Format Cells. Select Custom and enter mm/dd/yyyy under the word Type (Figure 59).
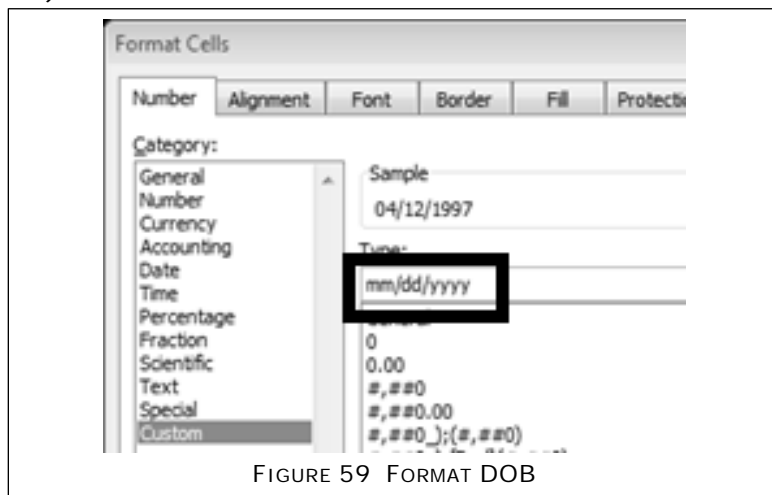
FIGURE 59 FORMAT DOB

12.5 Format CE ID

- Select *Column F* (CE ID) .

- Right-click and select *Format Cells.* Select *Special > Zip Code (*Figure 60*).*

- Note: You may have to change the locale to English (U.S.) to get the 5-digit zip code.
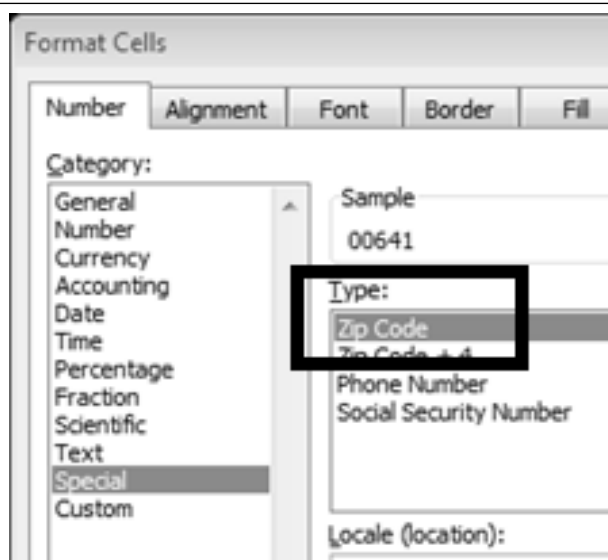
FIGURE 60 FORMAT CE ID

13. Import Text File to Excel

If your data has in a text (.txt) file format, you can import that into Excel with a few simple steps.

- Open a new Excel workbook. Select the *Data* tab.

- On the *Data* ribbon, select From Text from the first group Get External Data (Figure 70).

If you open a response file in Firefox, it will usually open as a text file in Notepad. Import it into Excel so that you can use the data.
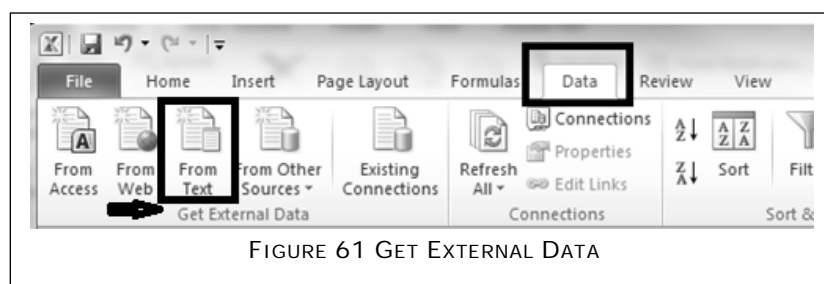
FIGURE 61 GET EXTERNAL DATA

- Find the text file and select *Import*.

This opens the Text Import Wizard – Step 1 of 3 (Figure 71).

- Check that these two options are correct:

  - *Delimited* is selected

  - *Start import at row: 1*
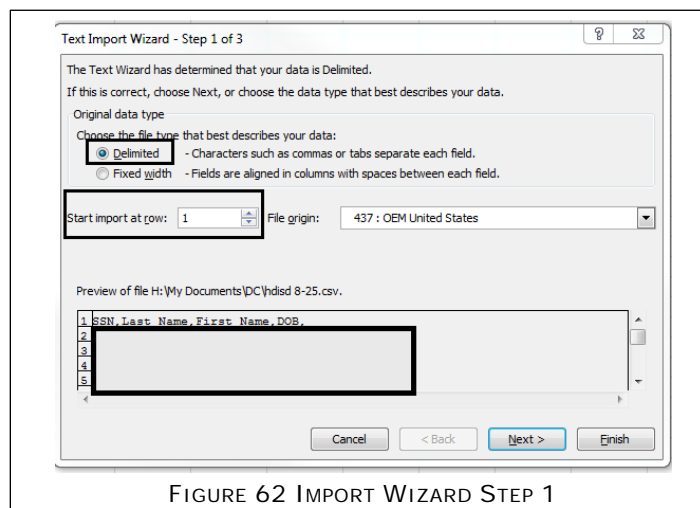
FIGURE 62 IMPORT WIZARD STEP 1

- Select *Next*.

This opens Text Import Wizard – Step 2 of 3.

- "Un-select" *Tab* and select *Comma* (Figure 72).
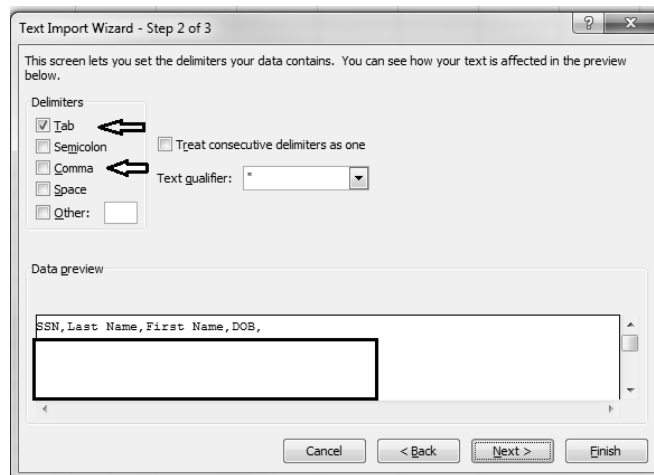
FIGURE 63 IMPORT WIZARD STEP 2A OF 3

This will put lines between the columns.
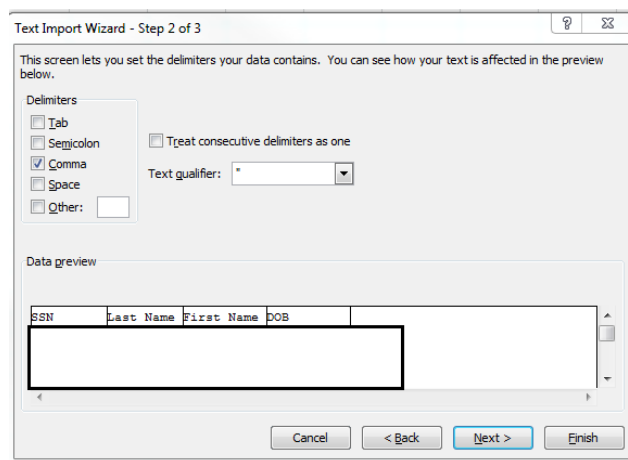
FIGURE 64 IMPORT WIZARD STEP 2B OF 3

- Select *Next*

- The first column is SSN. For the Column Data format, select *Text (*Figure 74*)*.

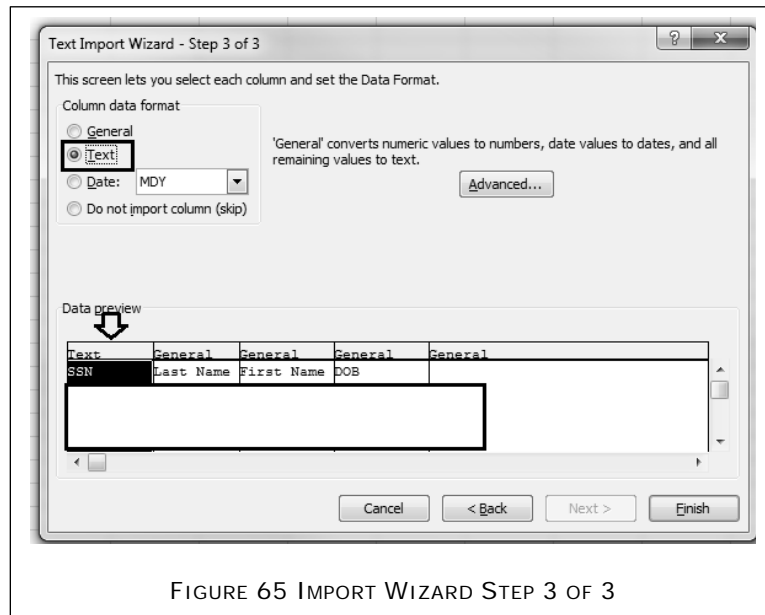Note: If you are not going to keep SSN in the file, you can select *Do not import column (skip)*.

FIGURE 65 IMPORT WIZARD STEP 3 OF 3

- You can format the DOB and CE ID as text, but it is not necessary to do so unless your POS system requires them to be formatted in a certain way.

- Select *Finish*.

- Add a row for column headings if you prefer.

- Save the file and close.

14. Making the Download File User Friendly

The Download option of the State Match and CE Matches gives you more control of your data. You can make the file look exactly the Print/Download copy if you want.

14.1 Formatting an Excel Spreadsheet

Save the file before you start and frequently whole you format it. You will need to format the document to help you read it on screen and so that it will print a legible copy. The instructions for formatting the document are very similar for all versions of Excel.

14.1.1 Resize Columns

- Select all of the columns by clicking on A at the top of the 1st column. Hold down the left button as you move the mouse over letters over the rest of the columns to select them (Figure 66).
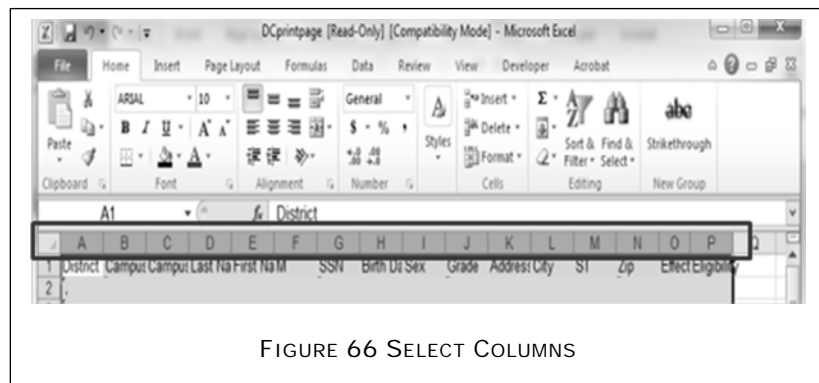
FIGURE 66 SELECT COLUMNS

- On the *Home* tab in the *Cells* group on the right, select the arrow beside *Format*. Select *AutoFit Column Width* (Figure 68).
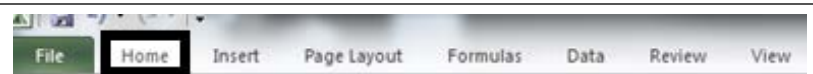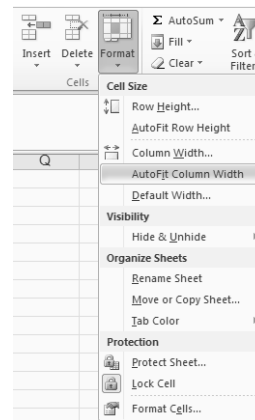
FIGURE 67 EXCEL TABS > HOME

FIGURE 68 AUTO-FIT COLUMN WIDTH

14.1.2 Page Set-up

The following instructions will format the file to print correctly and add a header and page numbers.

In Excel 2003, select File > Page Setup from the menu to open the Page Setup dialog box.

In Excel 2007/2010/2013, select the Page Layout tab and select the arrow in the bottom right of the Page Setup group (Figure 69).
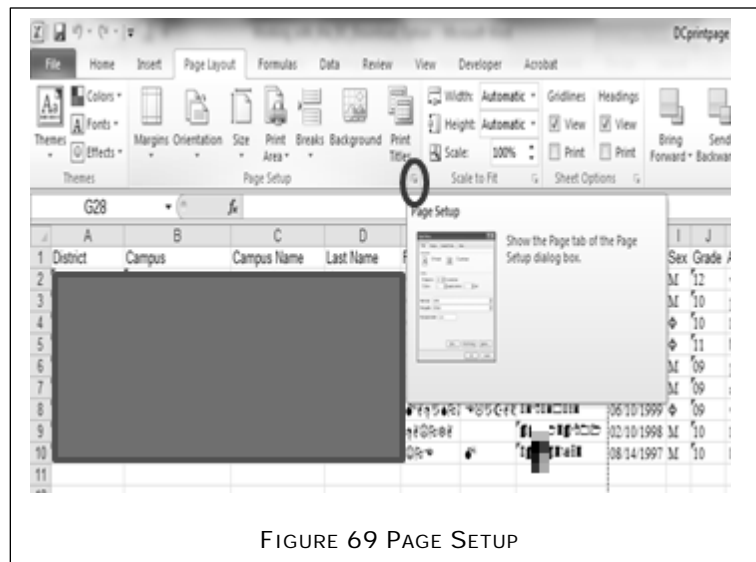
FIGURE 69 PAGE SETUP

Orientation and Scaling

- On the *Page* tab, select *Landscape* for orientation.
- On *Scaling*, select *Fit To* and enter a 1 for pages wide and delete the number for pages tall. Leave that field blank. This will put all the columns on one page, but will print as many pages for the rows as needed. Do not click OK yet.
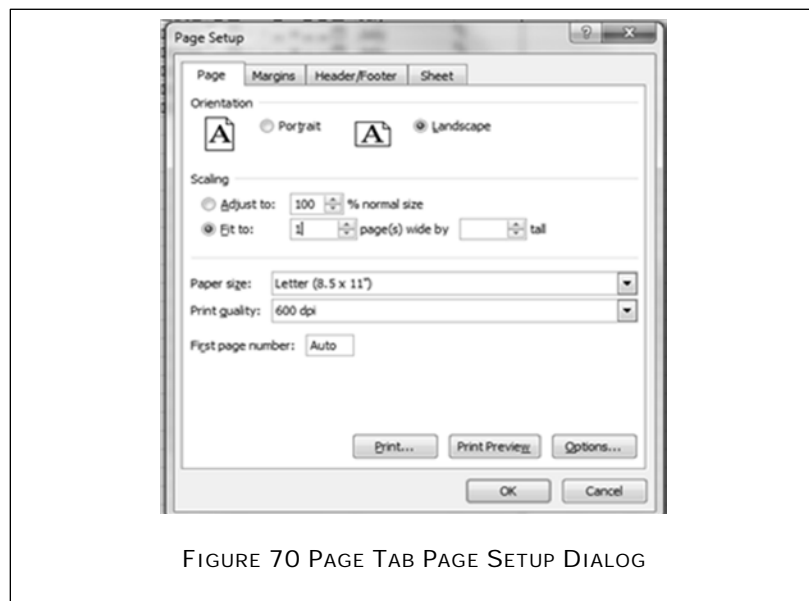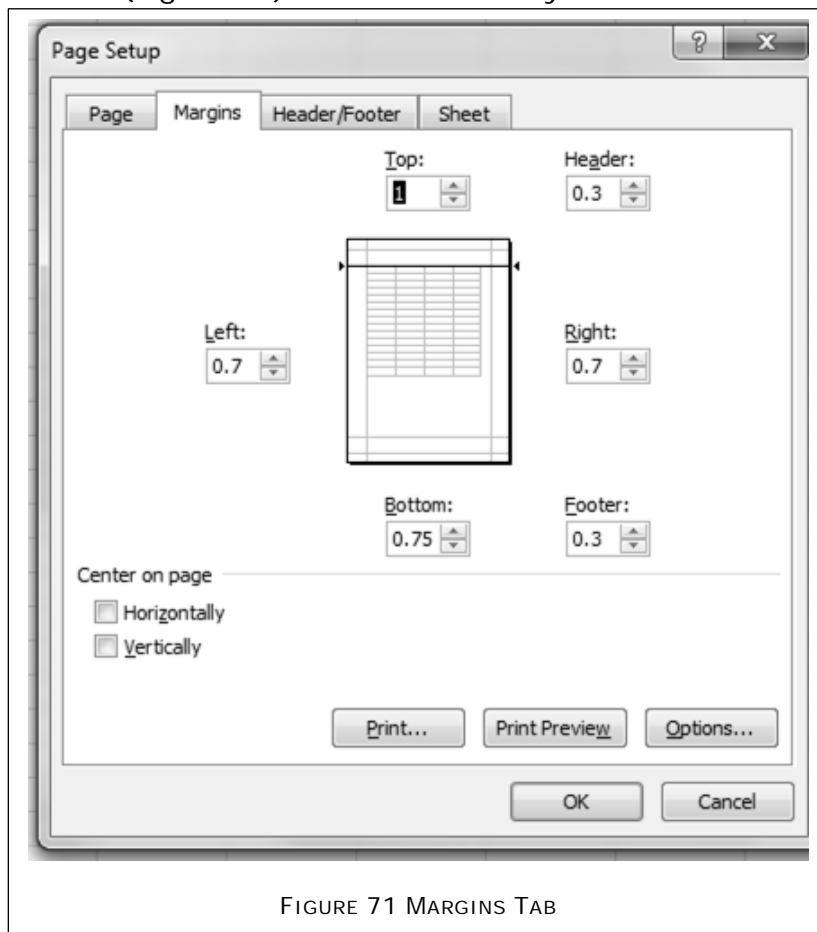

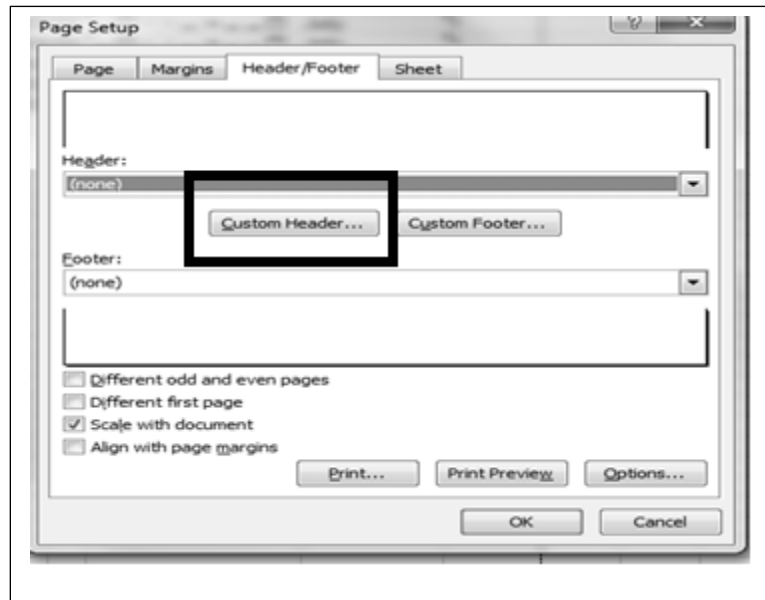FIGURE 70 PAGE TAB PAGE SETUP DIALOG

Margins

Select the *Margins* tab.

You will need at least 1-inch margin at the top for the header (Figure 71). Do not click OK yet.

FIGURE 71 MARGINS TAB

Header

Select the Header/Footer tab. Select Custom Header.

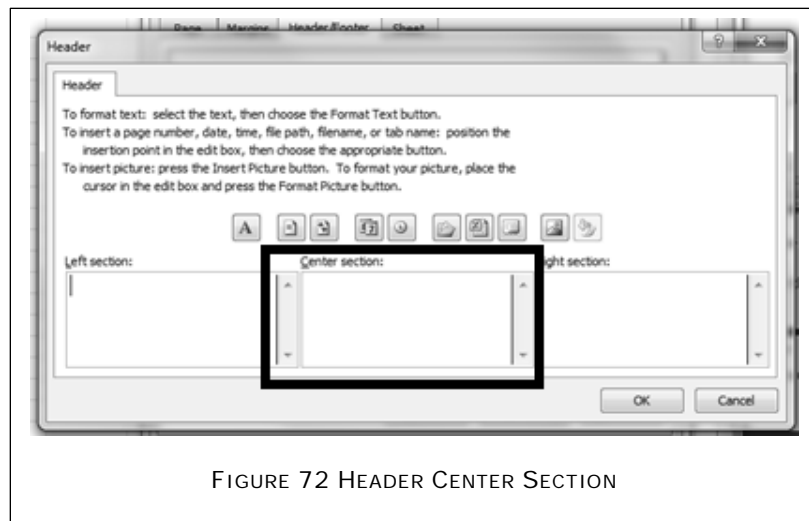Click in the *Center section* (Figure 72).

FIGURE 72 HEADER CENTER SECTION

The following information is how the heading looks on the Print/View selection. You may use this as the heading. The information inside of the <> should be revised for the specific document.

State Level Matches

Texas Department of Agriculture
PEIMS – State Level Matches
Direct Certification for National School Lunch
< School Year>
<Year to Date> or Update for <Month>
<Date of Eligibility>

CE Level Matches

Texas Department of Agriculture
CE Level Matches
Direct Certification for National School Lunch
< School Year>
<Year to Date> or Update for <Month>
<Date of Eligibility>

Number of Pages

- Click on the Right section.

- Type the word Page with a space after it.

- Click on the rectangle with the pound or number sign.

- Enter a space.

- Type the word of with a space after it.

- Click on the rectangle with 2 plus signs (Figure 73).
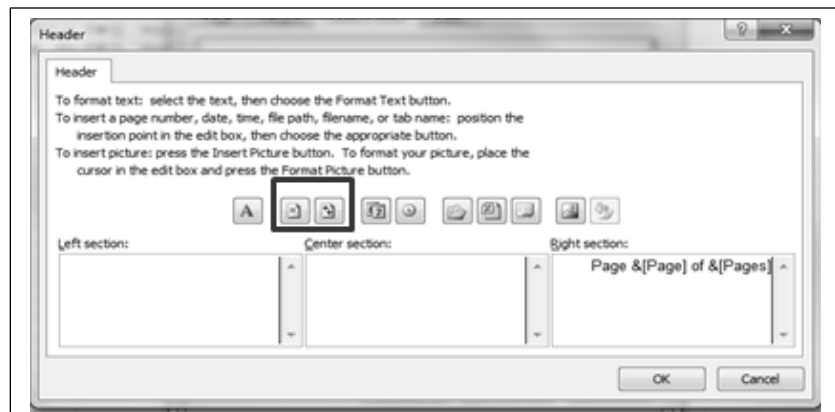
- Click OK

FIGURE 73 PAGE NUMBER

Repeat Column Headings on Each Page and add Gridlines

- Select the *Sheet* tab.

- On *Rows to repeat at the top*, select the red arrow to the right (Figure 74).
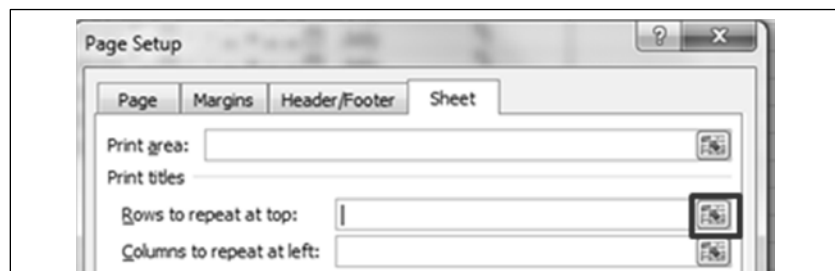

FIGURE 74 REPEAT ROW (AS COLUMN HEADINGS)

- Click on the 1 to the left of the first row (or the row that contains the column headings). This will repeat the column headings on each page.
- Click the red arrow in the dialogue box to close it (Figure 75).
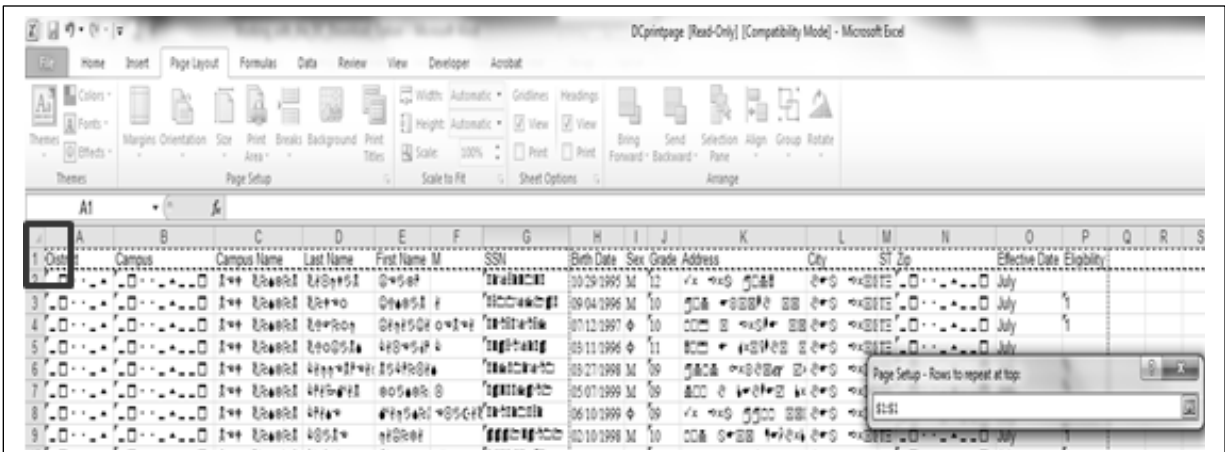
FIGURE 75 SELECT ROW FOR COLUMN HEADINGS

- Check the box in front of Gridlines. This will print lines between columns and rows.
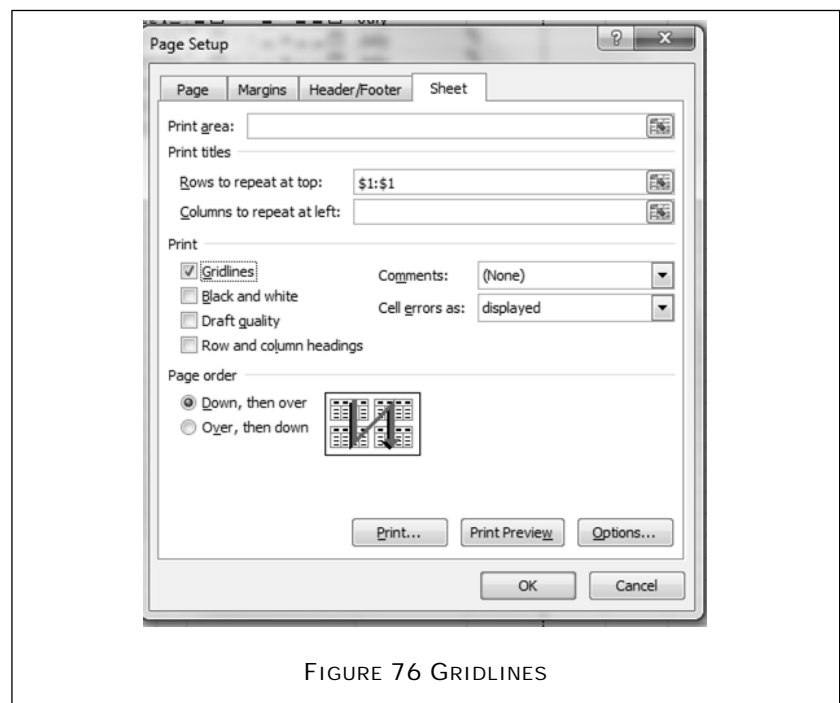
- Select OK.

- Save the file.

FIGURE 76 GRIDLINES

15. Correcting Invalid Data

Column J in the response file for the CE upload indicates if the record has "invalid data". If there is an X in the column J for that row, that record was not matched. You need to correct and upload it again or try it in the individual search.

The easier way to locate the problem that cause the Invalid Data notice is to have 2 files open at the same time – 1 in Excel and 1 in Notepad.

- Save the response file with the invalid data first with a different name than the original downloaded file. Include "invalid_data" in the file name.

- Leave the response file with the invalid data opened in Excel.

- Locate the name of the original response in the file list window.

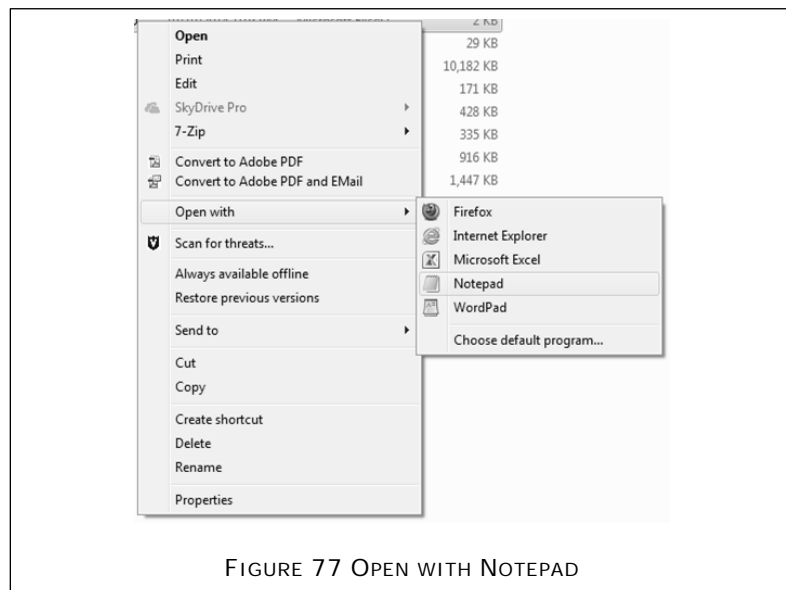- Right click on the file name and select *Open with … Notepad* (Figure 77)*.

FIGURE 77 OPEN WITH NOTEPAD

15.1 How to Filter

The file with invalid data is opened in Excel. We will use a filter to help locate the issue.

- Select the number for the row that has the column headings.

- Select the *Data* tab and the select *Filter* -the funnel in the middle (Figure 77).

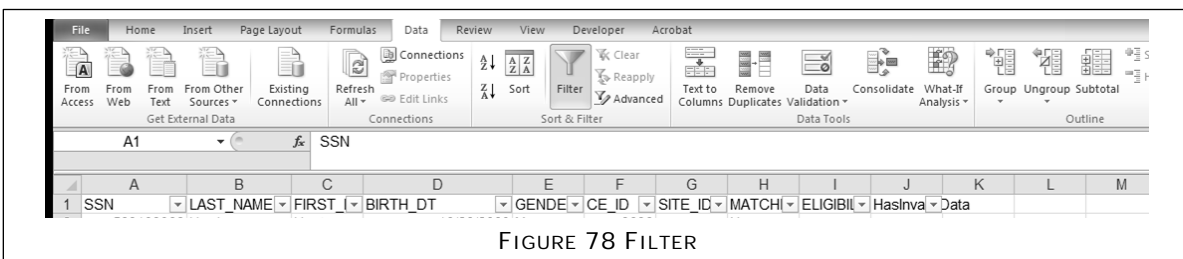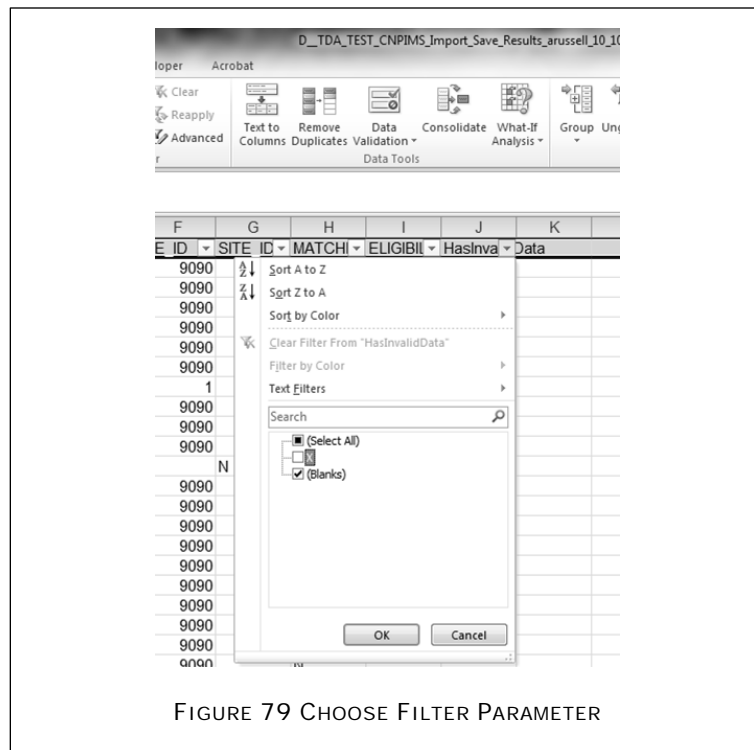- This will place boxed triangles to the right of the column heading name.


FIGURE 78 FILTER

- Select the triangle in column J and click on the checkmark beside *(Blanks)* to clear it. Select OK.

FIGURE 79 CHOOSE FILTER PARAMETER

Just the records with errors remain. There is no information about the type of error.

- Look at the first row with an error and locate the row number on the left.

- In the file opened in Notepad, select Edit > Go to (Figure 80).

FIGURE 80 EDIT > GO TO
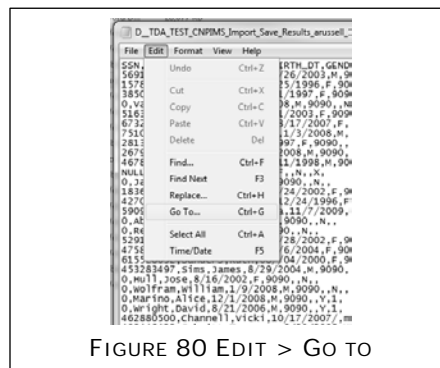
- Enter the line number of the record that has invalid data. For example, if the row number in the gray box on the left side is 1256, enter1255 Subtract 1 from the row number because Note Pad does not have a header row (Figure 81).
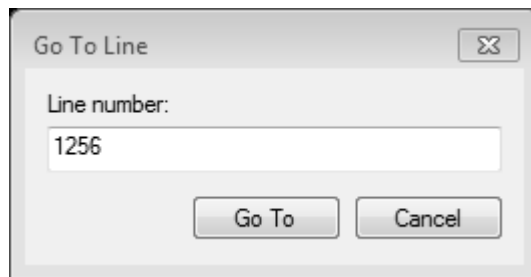

FIGURE 81 GO TO DIALOG BOX

- The cursor will blink at the beginning of that row. You can search to see if the issue was missing leading zeroes in SSN, Birth Date, or CE ID. Correct the error on the CSV (Invalid Data-Excel) file that you are working on – not in Note Pad.

Common Errors include:
Too many or too few digits for SSN, DOB and/or CE ID
Using the word NULL for SSN
Blank cells
Backslashes at the end of the DOB
Commas between double last names or double first names. (Extra commas make additional columns and then puts the wrong information in the wrong column.)

16. List doesn't look right; can't print all the pages

Does the Print/Download view look like this? (Figure 66)

Will it only print a few pages?

LAST_NAME	FIRST_NAME	MI	SSN	BIRTH DATE	SEX
lastname	BRITTANY				
		M	999999999	10/30/1900	
					F
lastname	KEYNON				
			111111111	11/04/1900	
					M

FIGURE 82 PRINT/VIEW ISSUES

If you are using Internet Explorer, click on Tools in the Menu bar at the top.
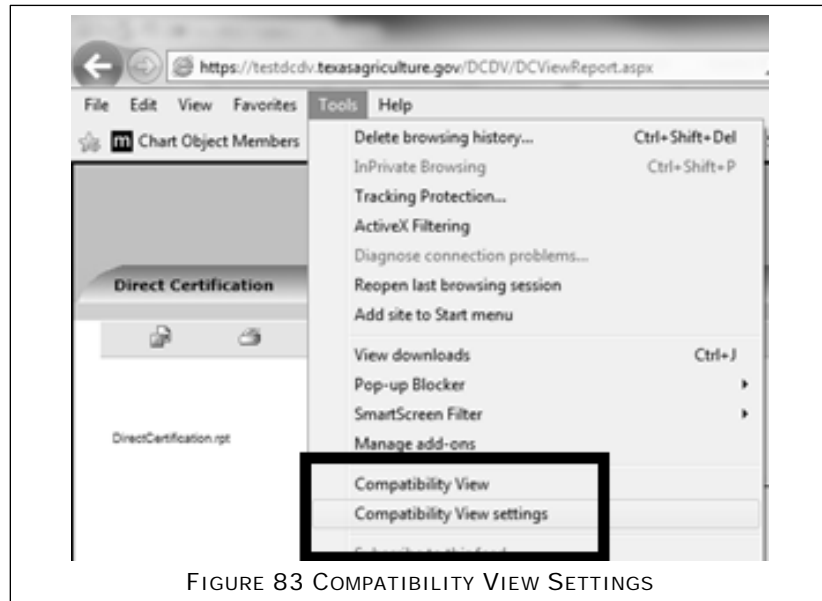

FIGURE 83 COMPATIBILITY VIEW SETTINGS

Add this website: should have **texasagriculture.gov** in the box. If not, enter it and select *Add* and then select *Close.*

Firefox has the same Print/Download issue, but there is no fix for it. Use the Download option in Firefox or use another browser for Print/Download in Direct Certification.
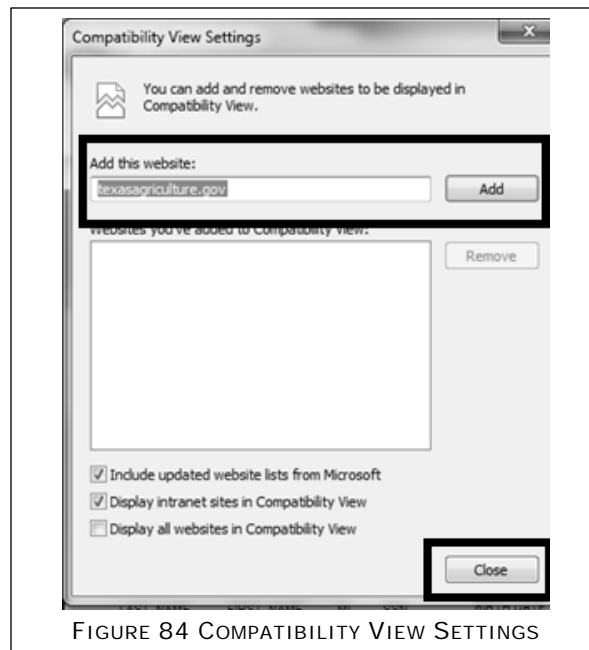
FIGURE 84 COMPATIBILITY VIEW SETTINGS

17. Redacting SSN

The Social Security Number (SSN) is one of the primary fields used in the matching process. It is personal identifiable information (PII) and great care should be used in securing documents and files that contain PII.

While the SSN is used in matching, it is not required for records retention. This information can be removed or redacted before printing or saving the file.

The easiest way to remove the SSN is to delete the column.

- Select the column.

- Right-click and select *Delete*. (Figure 64)

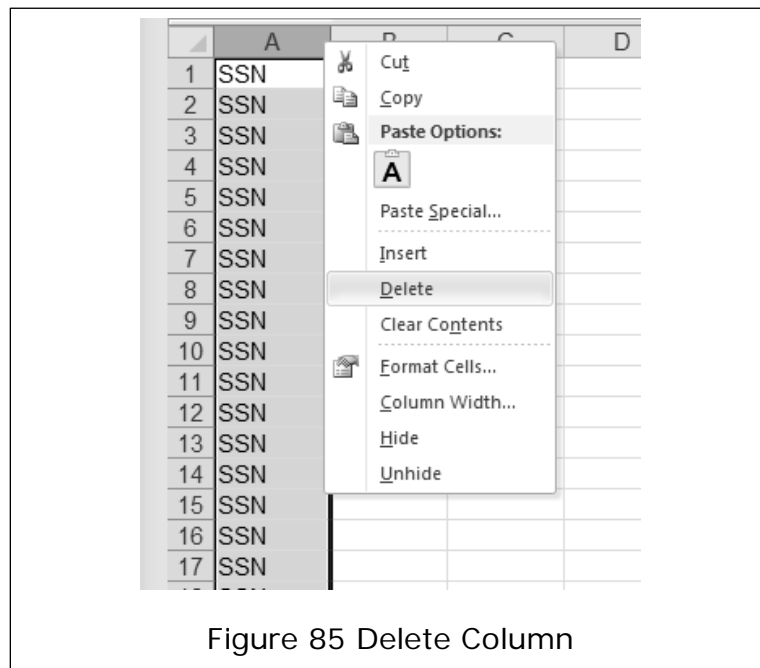- Or Clear Contents (This will leave an empty column)

Figure 85 Delete Column

If you need to retain the last 4 digits of the SSN for identification purposes, you can use *Text to Columns* on the *Data* tab.

- Select the column.

- Select the *Data* tab to open the ribbon.

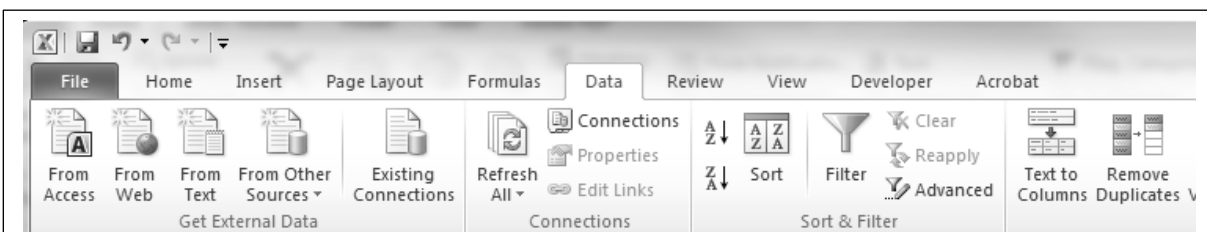- Select Text to Columns (Figure 65)

FIGURE 86 TEXT TO COLUMNS

The Convert Text to Column Wizard will open.
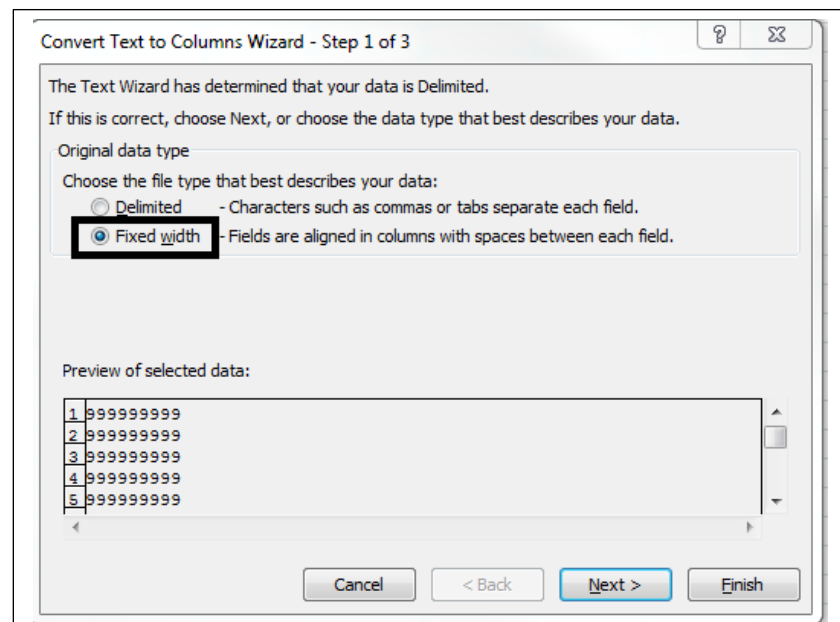
- In Step1, choose, *Fixed width*

FIGURE 87 TEXT TO COLUMN WIZARD STEP 1

- Step 2 – Click between the 4th and 5th number from the right to insert a break line. (Figure 67)

Didn't get the break line in the right place?

Double click on the break line to remove it.
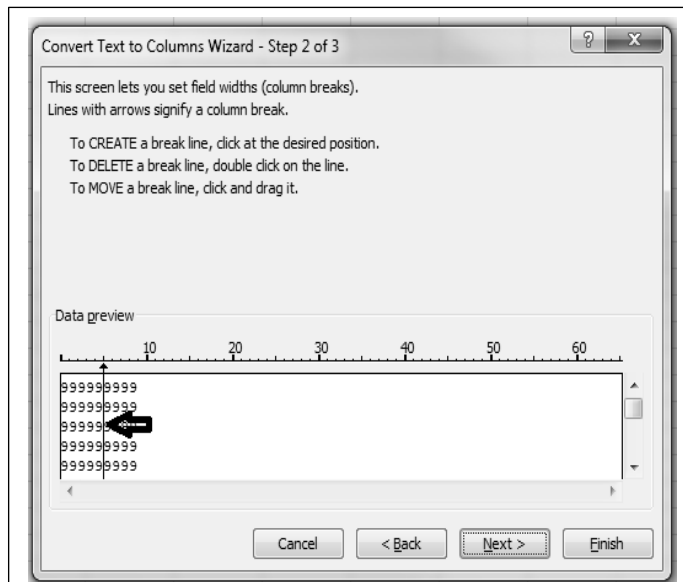
Click and drag on the break line to move it.

FIGURE 88 TEXT TO COLUMN WIZARD STEP 2

- Step 3 –A – Select *Do not import column (skip)* for the first column – numbers before the break line. (Figure 68) DO NOT SELECT FINISH YET!

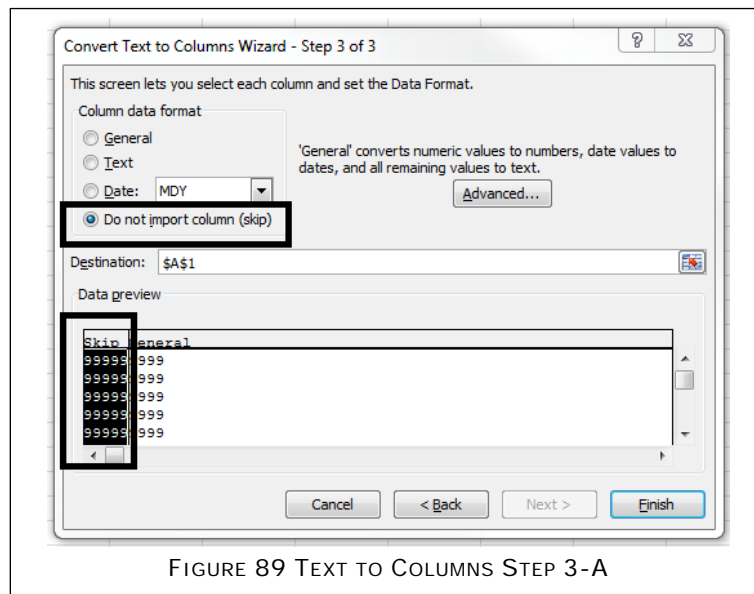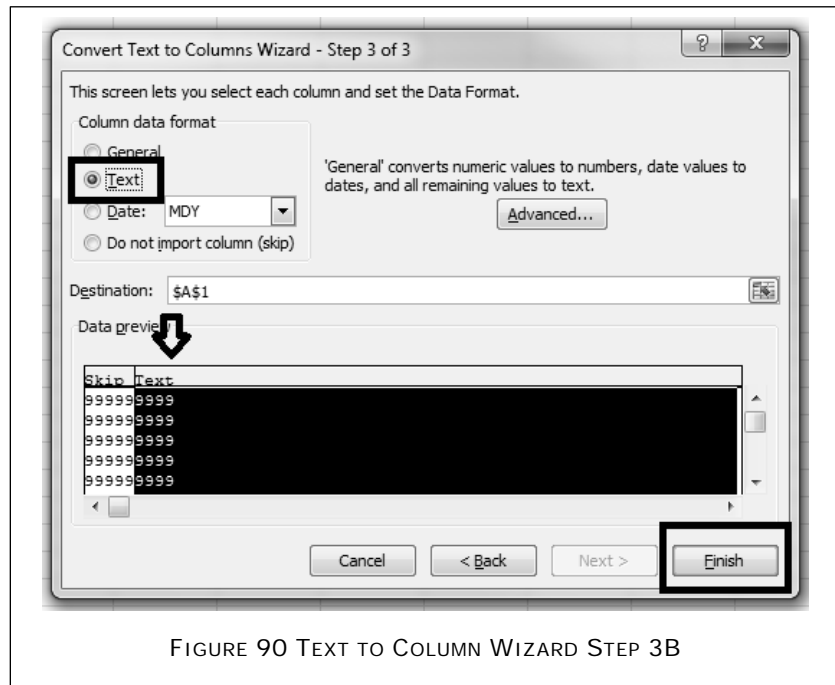FIGURE 89 TEXT TO COLUMNS STEP 3-A

- Step 3 – B Select the 2nd column of numbers – the four digits after the break line.

- Select *Text*. This will keep any leading zeroes. (Figure 69)

FIGURE 90 TEXT TO COLUMN WIZARD STEP 3B

- Select *Finish*

18. Password Protecting Files

Since these files have PII (SSN, DOB), you need to protect the files. One way is to set up a password protection. You will need to enter the password to open the file.

18.1 Identify Excel Version

The instructions for working with Excel differ based on the version of Microsoft Office that you have. You may be able to determine what version of Microsoft Office you have by looking at the Start Menu. If not, the following information may help you determine wich set of instructions to use. Please note: The pictures are from Word, but the same steps apply to Excel.

- Click on the Microsoft Gem [image] or Start [image] emblem on the bottom left to open the Start Menu.

- Double click the *Microsoft Office* folder.

FIGURE 91 START MENU
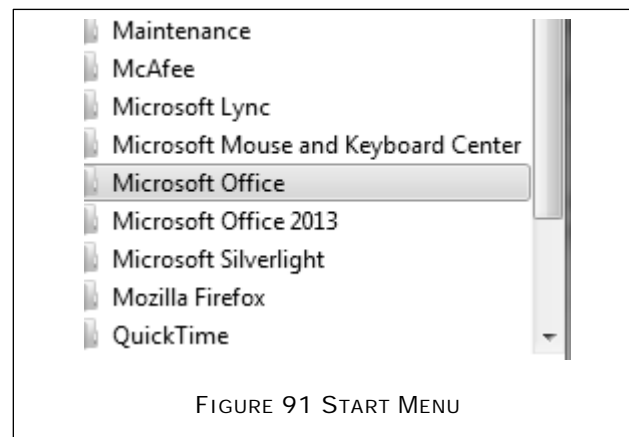
The programs listed inside of the folder will have the year of release as part of the program name. Example: Microsoft Excel 2010 is the 2010 edition (Figure 76).

FIGURE 92 OFFICE MENU
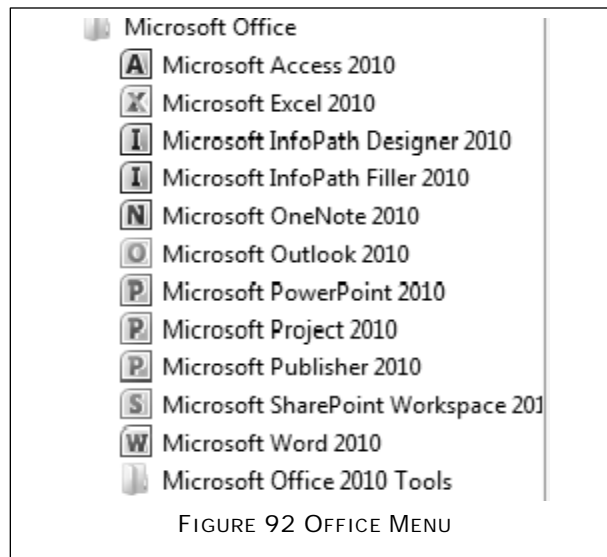
18.2 Excel 2003

18.2.1 Identify Excel 2003

Office 2003 has text-based menus on the gray bar: File, Edit, View, Insert, Format, Tools, Table, Window, and Help. (The screen shots are based on Word, but it works the same in Excel.)

- Click *Help > About* (Figure 77)

- In the *About* Dialog box, find the version on the top line.

FIGURE 93 IDENTIFY EXCEL 2003

FIGURE 94 ABOUT DIALOG BOX
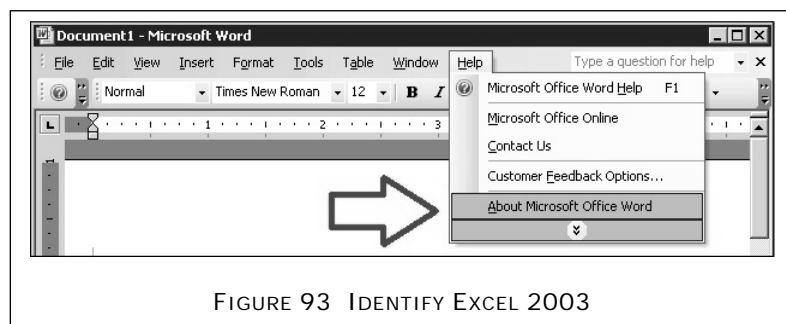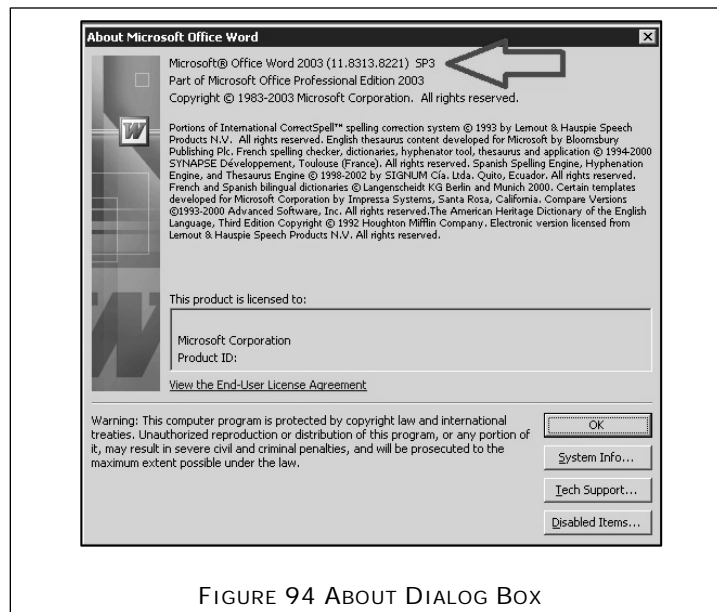
18.2.2 Password Protect in Excel in 2003

* Go to the *File* menu and click *Save As (*Figure 79*)*

FIGURE 95 EXCEL 2003 FILE > SAVE AS
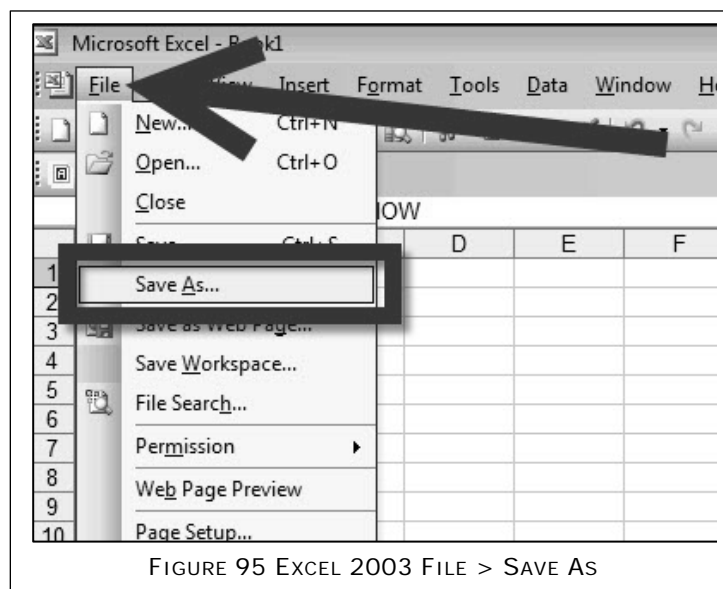
- Navigate to drive and/ or folder where you plan to save the document in the *Save in* box at the top. (Figure 80)

- Enter the document name and click OK.

FIGURE 96 SAVE IN DIALOG BOX
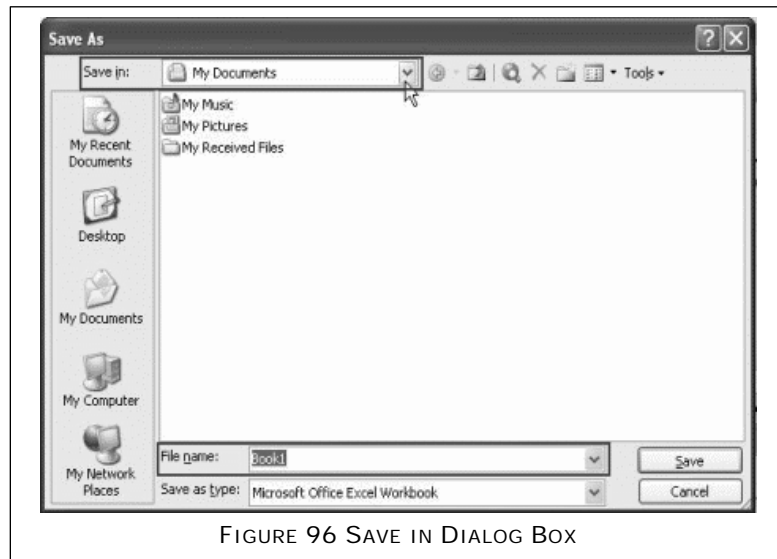
- From the *Tools* menu, click *Options.* (Figure 81)

FIGURE 97 TOOLS > OPTIONS
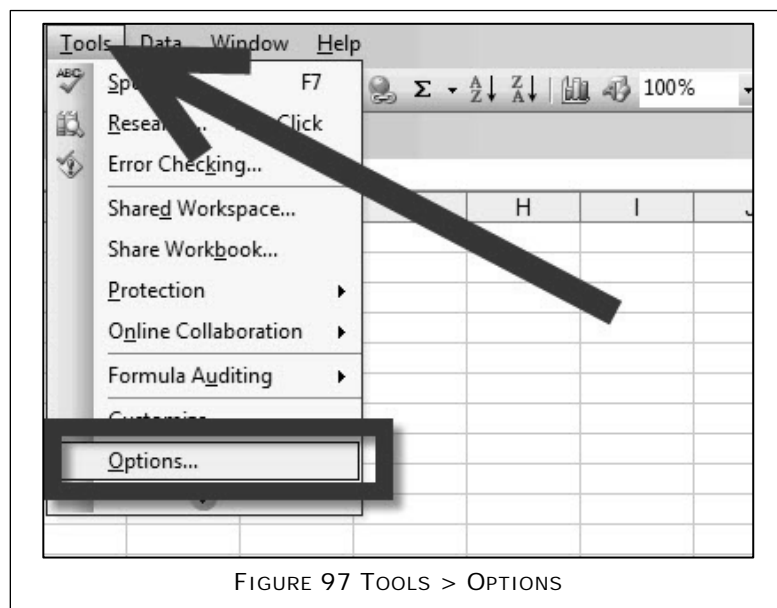
- On the *Security* tab, type a password in the field for *Password to Open (Figure 82).*

- You do not have to add a password in the field for *Password to Modify.*
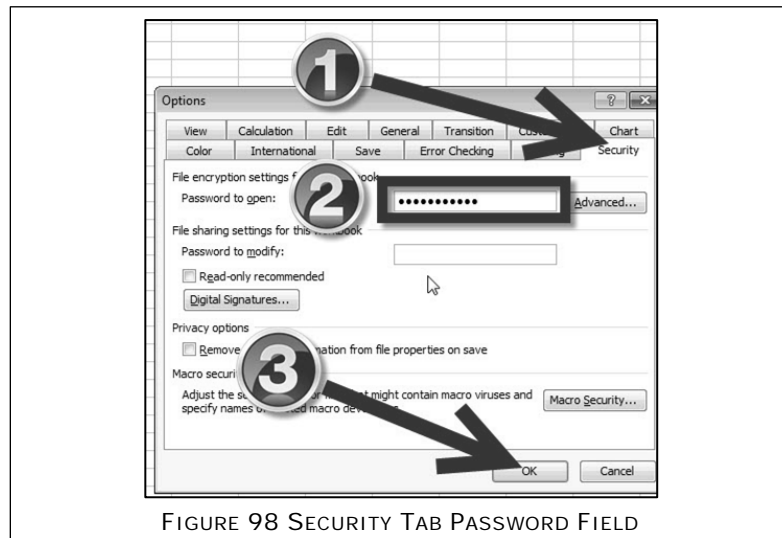
FIGURE 98 SECURITY TAB PASSWORD FIELD

18.3 Excel 2007

18.3.1 Identify Office 2007

Office 2007 introduced tabs and the Microsoft Office Button and a tab menu.

- Click the *Microsoft Office Button*
   > *Excel Options.*

- In the *Options* dialog box, click *Resources.* Find the version. (Figure 84)
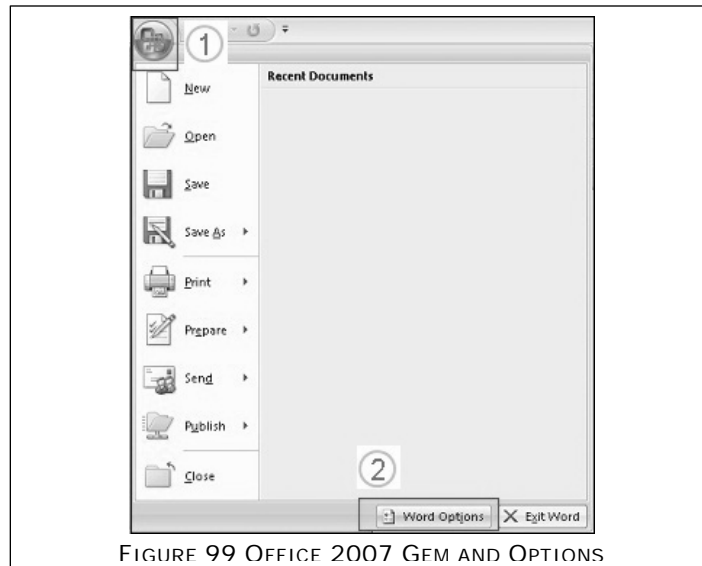
FIGURE 99 OFFICE 2007 GEM AND OPTIONS
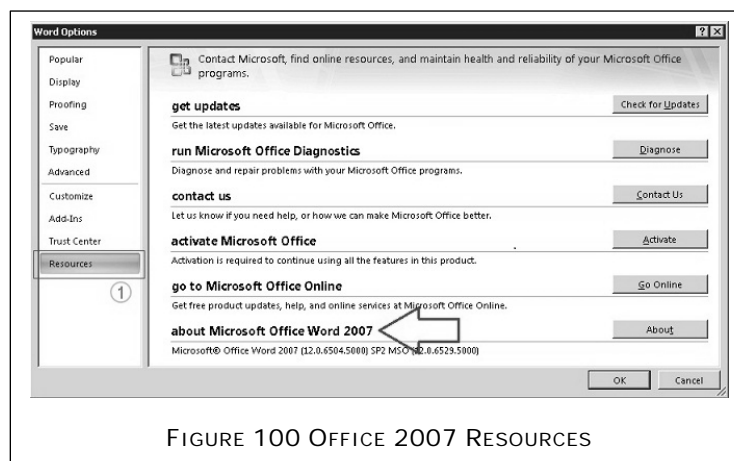
FIGURE 100 OFFICE 2007 RESOURCES

18.3.2 Password Protect in Excel 2007

- Click the *Microsoft Office* Button > *Save As*. Use the down arrow in the address box at the top to navigate to where you plan to save the document.

- Enter the document name and click *Save (*Figure 85*)*.

FIGURE 101 OFFICE 2007 SAVE AS DIALOG BOX
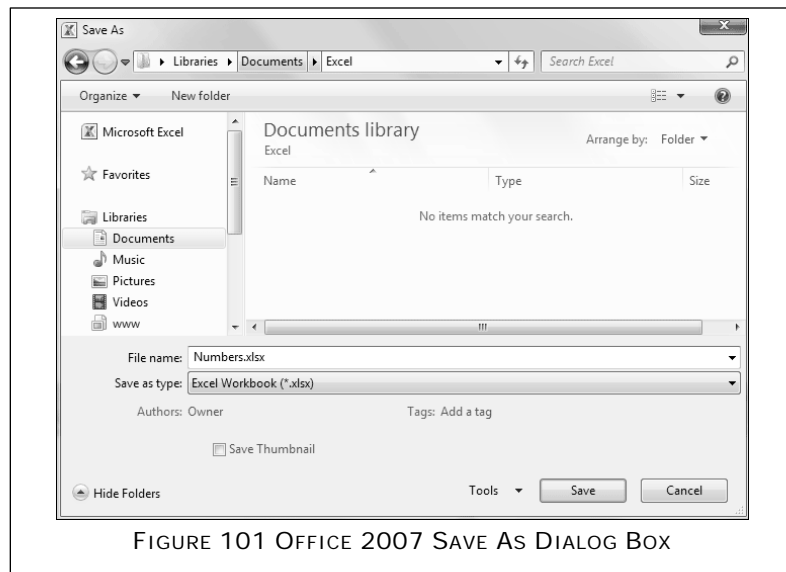
Click the *Microsoft Office* button, point to *Prepare*, and then click *Encrypt Document* (*Figure 86*).

FIGURE 102 OFFICE 2007 ENCRYPT DOCUMENT
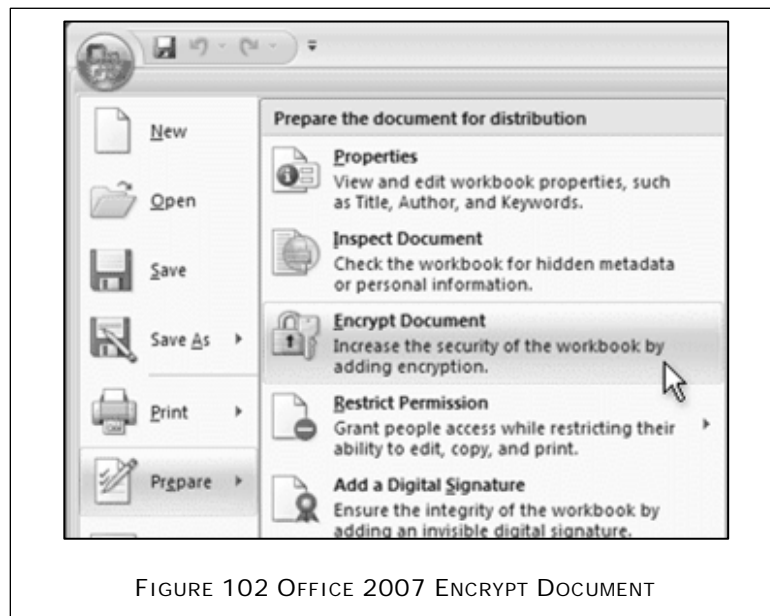
In the *Password* box, type the password and select *OK*.

18.4 Excel 2010

18.4.1 Identify Office 2010

Office 2010 introduces the *File* tab and the Microsoft Office Backstage view.

Select *File > Help*

Under Product Activated, find the version (Figure 87).
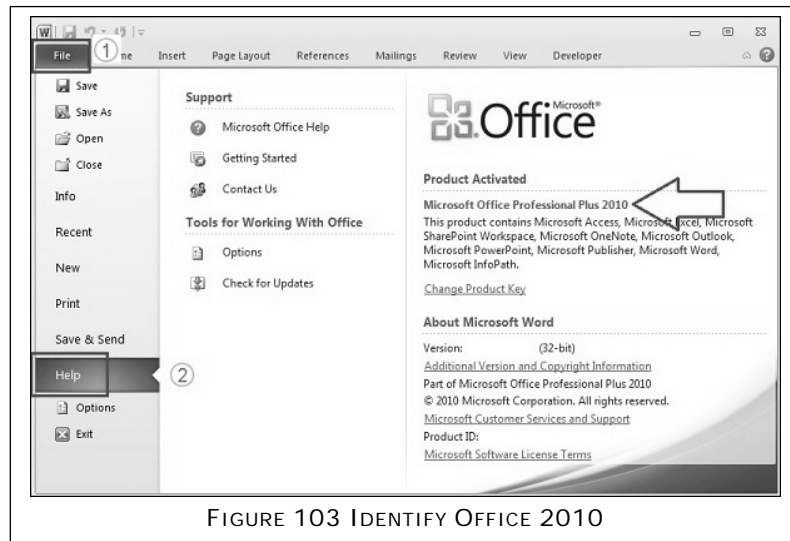
FIGURE 103 IDENTIFY OFFICE 2010

18.4.2 Password Protect Excel 2010

See Password Protecting instructions for Office 2010, Office 2013 and Office 365 (page 95)

18.5 Excel 2013 and Office 365

18.5.1 Identify Office 2013 and Office 365

Office 2013 and Office 365 still use the *File* tab and the Microsoft Office Backstage view.

- Select *File > Account*

- Under Product Information find the version. (Figure 88)
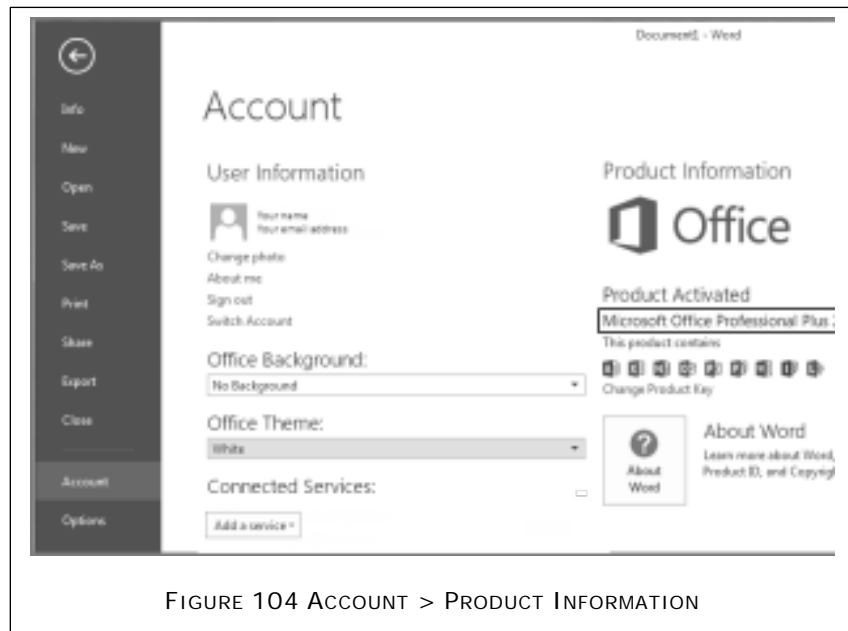
FIGURE 104 ACCOUNT > PRODUCT INFORMATION

18.5.2 Password Protect in Excel 2010, 2013 and Office 365

- Click *File > Save as.*

- Use the down arrow in the address box at the top to navigate to where you plan to save the document.

- Enter the document name.

- Do not click *Save* yet. (Figure 89)

FIGURE 105 EXCEL 2010+ SAVE AS DIALOG
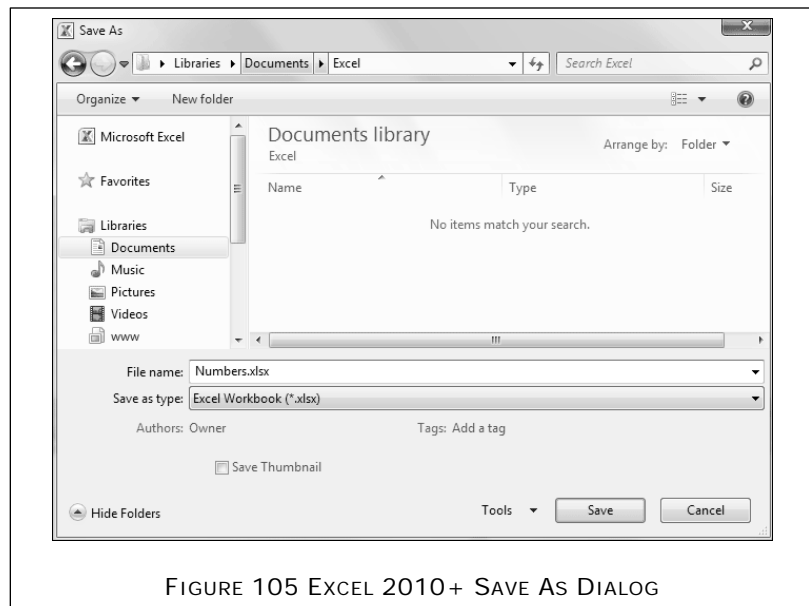
- Click on *Tools* (bottom right) > *General Options* (Figure 90)

FIGURE 106 TOOLS > GENERAL OPTIONS
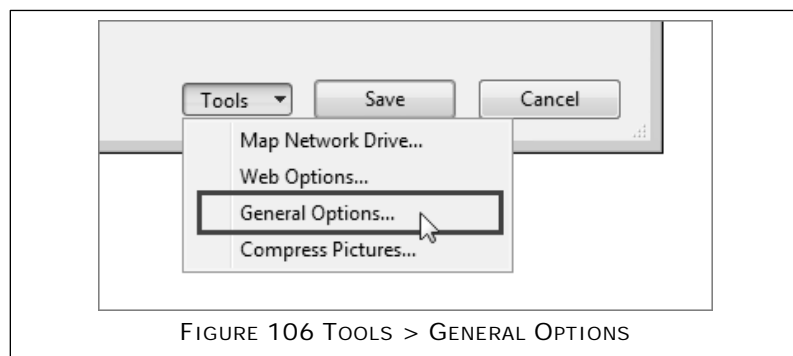
- In the *Password to Open* box, type a password and select *OK*. Select *Save*(Figure 91).

FIGURE 107 PASSWORD DIALOG BOX

19. Adobe Acrobat Reader

You will need the Adobe Acrobat Reader to open the Print/Download views of the DC and DV reports. The reader is normally on every computer and by default is set to update automatically.

Your district technology department may have the automatic updates on a schedule. You may also have to have administrator rights to update a district computer.

If the computer you are using requires an update to the Adobe Acrobat Reader and doesn't require administrator rights, use the following instructions to update the reader.

19.1 Download the Adobe Acrobat Reader

If you do not have Acrobat Reader, go to get.adobe.com/reader to download it. There are three steps to the process. Follow the instructions on the screen.

There is an optional offer to install Google Chrome as the default browser. Be sure to uncheck the box if you do not want to do that.

19.2 Check for Updates

- Open the Adobe Acrobat Reader. Open the *Help* menu and select *Check for Updates* (Figure 92).
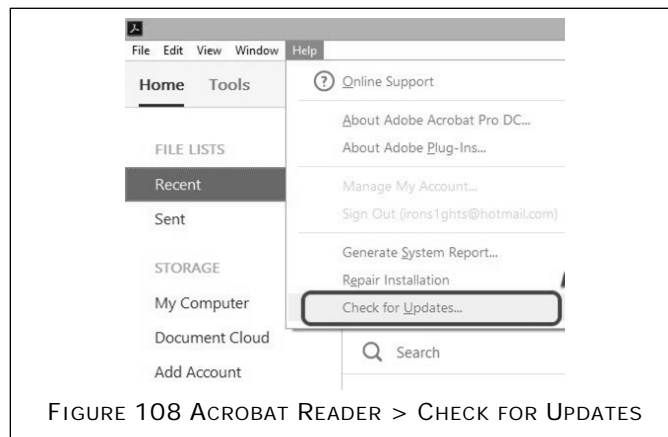
FIGURE 108 ACROBAT READER > CHECK FOR UPDATES

- If updates are detected, click *Download* to install the updates. If no new updates are available, click *Close*.

19.3 Enable Automatic Updates

Automatic updates are forced in Acrobat Reader DC, with no option to turn them on or off. Earlier versions such as Adobe Reader 11 feature an Updater option on the Preferences window that lets you turn on automatic updates.

- Open the *Edit* menu and select *Preferences*.

- Select *Updater* in the left pane. Check the box next to *Automatically Install Updates* and then select *OK*.

20. Excel Viewer

If you do not have Excel installed on your computer, you will need an Excel Reader. Download it from Microsoft Download Center.

Search for the Excel Viewer at www.microsoft.com.

21. Enable Pop-Ups

Pop-ups are additional windows that open when you are browsing the internet. Many times, they can be annoying advertisements that appear automatically without permission. To stop that, internet browsers have added security features that disable pop-ups.

Pop-up are used by legitimate sites, such as banks and TDA, to display individualized information. The DC and DV sites use pop-ups to display content such as response files. You can adjust your browser settings to allow for pop-ups for only certain sites.

21.1 Enable Pop-Ups in Chrome

- Touch the menu ≡ on the right> *Settings*

- Select *Show Advanced Settings* at the bottom

- In the Privacy section, select *Content Settings*.

- Scroll down to find Pop-up. Select *Manage Exceptions*.

- Enter texasagriculture.gov in the field box and select *Allow*.

- Select *Done*.

- Select *Done* again.

- Close the browser tab.

Currently, there is no other way to manage the allowed sites for Microsoft Edge.

21.2 Enable Pop-Ups in Firefox

- Select the menu button ≡ on the right and choose *Options*.

- Select the *Content* panel.

- Select *Exceptions* in the Pop-ups section.

- Enter texasagriculture.gov in the *Address of website* field at the top and then click *Allow*.

21.3 Enable Pop-ups in Internet Explorer

Click on the Gear button in the top right corner of the screen.

Select *Internet Options*.

Click on the *Privacy* tab.

Select Settings in the Pop-up Blocker section.

Enter texasagriculture.gov in the field *Address of the website to allow*. Select *Add*.

Select *Close*.

Select *Apply* on the Internet Options dialog box.

Select *OK* on the Internet Options dialog box.

21.4 Select *Save Changes*. Enable Pop-Ups in Microsoft Edge

Microsoft Edge will display a notice at the bottom of the screen that a pop-up has been blocked with the option to allow once or always allow.

22. Tips for Completing the Verification Report

Verification Report (FNS-742)

- Required report for all SFAs and RCCIs operating the National School Lunch Program and/or the School Breakfast Program
  - SFAs that are Special Milk Only are exempt from filing a verification report
- Verification process must be completed by November 15th on applications received by October 1st.
- Based on student enrollment data of Oct 31st.
- Report must be completed in TX-UNPS before Feb.1st

General Information

General Information

Type of Organization: Public

Verification Contact Information

	Salutation	First Name	Last Name
1. Name:			
2. Email Address:			
3. Phone:	Ext:	Fax:	
4. Title:			

Due Date: February 01,

Instructions

ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filing an SFA Verification Collection Report.

This will be auto-filled with information. Please update with the contact information of the person actually completing the report in case we need to contact you .

Section 2

Section 2 is for any SFA operating alternate provisions, such as Provision 2 and CEP.

TX-UNPS Screen

Section 2 – SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Sections 2. Report schools or institutions operating the NSLP and/or SPB as of the **last operating day in October**.

> Watch that you put the right data in the right place.
> Number of schools in Column A
> Number of students in Column B

		A. Number of Schools AND Institutions	B. Number of Students
2-1	Operating Provision 2/3 in a <u>BASE</u> year for NSLP and SBP	2-1A	2-1B
2-2	Operating Provision 2/3 in a <u>NON BASE</u> year for NSLP and SBP:	2-2A	2-2B
2-2a	Provision 2/3 students reported as FREE in a Non Base year:		2-2aB
2-2b	Provision 2/3 students reported as REDUCED PRICED in a NON BASE year:		2-2bB
2-3	Operating the <u>Community Eligibility Provision</u> (CEP):	2-3A	2-3B
2-4	Operating other alternatives for NSLP and SBP:	2-4A	2-4B
2-5	Operating an alternative provision(s) for only SBP or only NSLP:	2-5A	2-5B

There are 3 parts to #2-2 (non-base year). Don't skip if you answered 2-2

Section 3

Note – all SFAs must respond on Section 3

> All sites must be either Provision 2 or CEP. If RCCI, all students must be residential only.

TX-UNPS Screen

Section 3 – Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1, if applicable. Report students approved FREE eligible as of the **last operating day in October**.

		B. Number of Free Students.
3-1	Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools)	☐ 3-1
3-2	Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do <u>not</u> include students certified with **SNAP** through the letter method.	3-2
3-3	Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (**TANF**), Food Distribution Program on Indian Reservations (**FDPIR**), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K, Even Start, or non-applicant, but approved by local officials. **DO NOT include SNAP students already reported in 3-2**.	3-3
3-4	Student certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency.	3-4

This is the number of students identified through Direct Certification. Add the number of students certified on the State Match List and the number of students matched and certified on the CEP Upload. This is not an auto-fill from the Direct Certification in TX-UNPS.

Most common mistake – switching number of applications and students. The number in A should be less than or equal the number in B, unless students that submitted applications were directly certified in October. Please keep documentation to support this if it happens.

Section 4

TX-UNPS Screen

Section 4 – Students approved as FREE or REDUCED PRICE eligible through a household application

All SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on application)	4-1A	4-1B
4-2 Approved as FREE eligible. Based on household size and income information.	4-2A	4-2B
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information	4-3A	4-3B
T-1 Total FREE Eligible Students Reported		
T-2 Total Reduced PRICE Eligible Students Reported		

These numbers are automatically calculated from Sections 2, 3 and 4.

Use your calculator to sum the number of applications. You may need that info in Section 5

Section 5

TX-UNPS Screen

Section 5

All SFAs must report Section 5 or check box 5-1 if applicable.

5-1 Check the box if ALL schools and/or RCCIS are exempt from verification, or ALL schools are Provision schools in a base year.
If 5-1 is check, no further reporting in Section 5 is required.

5-2 Was verification performed and completed?
- Yes, completed by November 15th
- Yes, completed after November 15th
- No, verification was NOT performed or the process was not completed

5-3 Type of Verification process used:
- Standard (Lesser of 3% or 3,000 error-prone)
- Alternate one (Lesser of 3% or 3,000 selected randomly)
- Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TNAF/FDPIR case numbers)

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone. [5-4]
5-5 Number of applications selected for verification sample: [5-5]

Not sure if you should check this? Call your ESC.

5-1

Error-prone applications are household applications approved as of October 1st indicating monthly income within $100 of the monthly limit of annual income within $1,200 of the annual limit of the applicable income eligibility guidelines.

See next page for instructions on how to calculate sample size

Calculating 5-5

1. Add the number of applications from 4-1A, 4-2A, and 4-3A.

	A. Number of Applications
4-1	69
4-2	175
4-3	71

=315

2. Multiply by the percentage in 5-3. (In this case = 3%)

315 x .03 = 9.45

Round up to 10. (Always round up)

Any number besides 10 would be an error!

Section 5

- The number of applications are reported in the fields ending in "a".
- The number of students are reported in the fields ending in "b".

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7. ☐

	A. Number of Applications	B. Number of Students
5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.	5-7A.	5-7B

The number of applications in 5-7 and 5-8 should equal the number of applications in 5-5.

5-8 **Results of Verification by Original Benefit Type**
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible — Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income — Certified as FREE based on income/household size application		C. REDUCED PRICE-Income — Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	5-8A.1a.	5-8A.1b	5-8B.1a	5-8B.1b.	5-8C-1a.	5-8C-1b
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE		REDUCED PRICE		FREE	
	5-8A.2a.	5-8A.2b	5-8B.2a	5-8B.2b.	5-8C-2a.	5-8C-2b
3. Responded, Changed to PAID:	5-8A.3a.	5-8A.3b	5-8B.3a	5-8B.3b.	5-8C-3a.	5-8C-3b
4. NOT Responded, Changed to PAID:	5-8A.4a.	5-8A.4b	5-8B.4a	5-8B.4b.	5-8C-4a.	5-8C-4b

IMPORTANT: If you verified any applications for cause, the POS software may have included those applications in count for 5-8. Please check with your vendor to see if you need to "back" those numbers out of 5-8 so that you don't have an error when you submit the report.

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement. VC-1

23. Decision Paths

Decision paths are picture representations of the steps to take in determining eligibility.

The diamond shapes ◇ are questions or decision points. The rectangles ▢ are action points,

There are 2 phrases that will help in making decisions

1. SNAP is always #1
2. The address is what matters.

23.1 SNAP is Always #1

More than 1 child in a household is on the direct certification list, but 1 is SNAP and the others are TANF: All are DC SNAP because SNAP is ALWAYS #1

23.2 The Address is What Matters

In determining eligibility by association, the only question that needs to be asked and answered is if the address is the address the same for all the children – are they living in the same household?

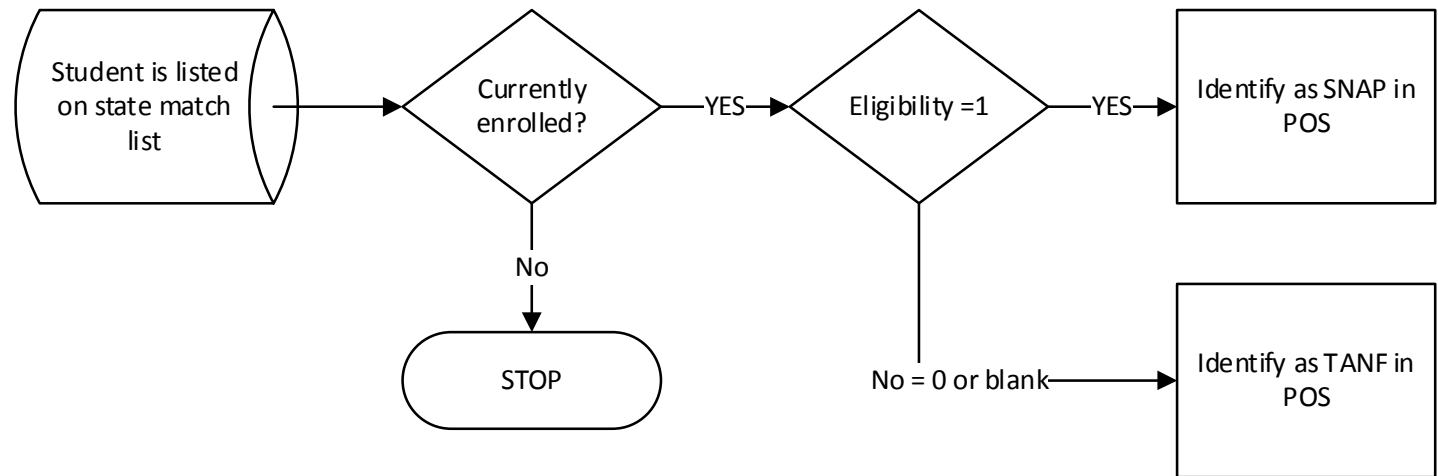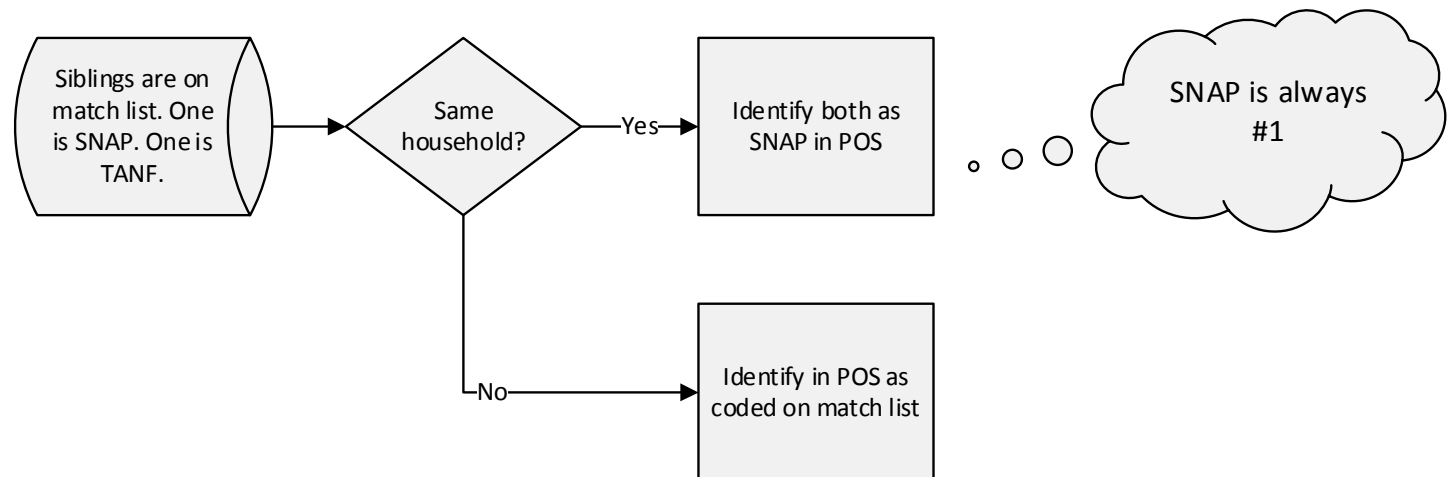FIGURE 109 STUDENT LISTED ON STATE MATCH LIST

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┌───────────────┐        ◇────────────◇              ◇────────────◇         ┌──────────────┐
│ Student is    │        │  Currently │              │ Eligibility│         │ Identify as  │
│ listed on     │───────▶│  enrolled? │───YES───────▶│    =1      │───YES──▶│ SNAP in POS  │
│ state match   │        ◇────────────◇              ◇────────────◇         └──────────────┘
│ list          │             │                           │
└───────────────┘             No                    No = 0 or blank ──────▶ ┌──────────────┐
                              ▼                                              │ Identify as  │
                          ( STOP )                                          │ TANF in POS  │
                                                                            └──────────────┘
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FIGURE 110 SIBLINGS IN SNAP AND TANF

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┌───────────────┐        ◇────────────◇              ┌──────────────┐            ☁ SNAP is
│ Siblings are  │        │   Same     │              │ Identify both│            always #1
│ on match list.│───────▶│ household? │───Yes───────▶│ as SNAP in   │
│ One is SNAP.  │        ◇────────────◇              │ POS          │
│ One is TANF.  │             │                      └──────────────┘
└───────────────┘             No
                              │                       ┌──────────────┐
                              └──────────────────────▶│ Identify in  │
                                                      │ POS as coded │
                                                      │ on match list│
                                                      └──────────────┘
```

FIGURE 111 ELIGIBLE BY ASSOCIATION
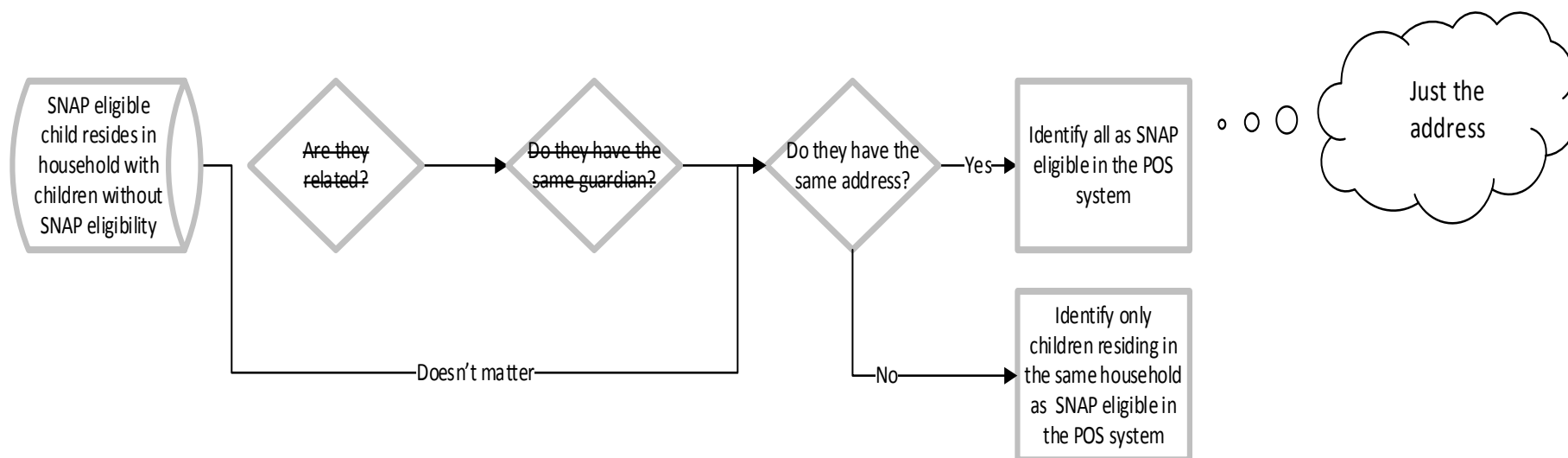
FIGURE 112 EDG NUMBER

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